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Report on the Provincial Government Stud
ent Employment Program, 1971. 1

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Alberta Ecology Corps

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

October 1, 1971

LEGISLATURE LIBRARY
FEB 25 1970
EDMONTON

Honorable Dr. Allan A. Warrack,
Minister of Lands and Forests,
Room 512,
Natural Resources Building,
EDMONTON, Alberta

Dear Dr. Warrack:

The enclosed report on the Provincial Government Student Employment Program, the Alberta Ecology Corps, will show the complete operation and evaluation of this program.

Being involved in a variety of capacities, I have had the opportunity to evaluate the program from all aspects. Initially, I viewed the Corps as an organizer, setting up and administrating the Provincial Parks Projects. Secondly, I assumed the position of Staffing Officer with the Corps and acted as a "trouble shooter" investigating grievances and complaints from students and supervisors. In my final capacity as Director of the Corps, I have had an overall view of the program as well as the governmental administration behind the program.

The Program received insufficient attention in the formative stage which resulted in a very haphazard beginning. Once the program was underway and students began to work, a great interest was created and the program blossomed. The Program needs revision and alterations, however, with due consideration to the moneys spent for the value received, the program should definitely be continued if the student employment outlook does not improve.

Yours truly,

D J Chabillon

D. J. Chabillon,
Director

DJC/bh

c.c. - Alberta Ecology Corps
Management Committee Members

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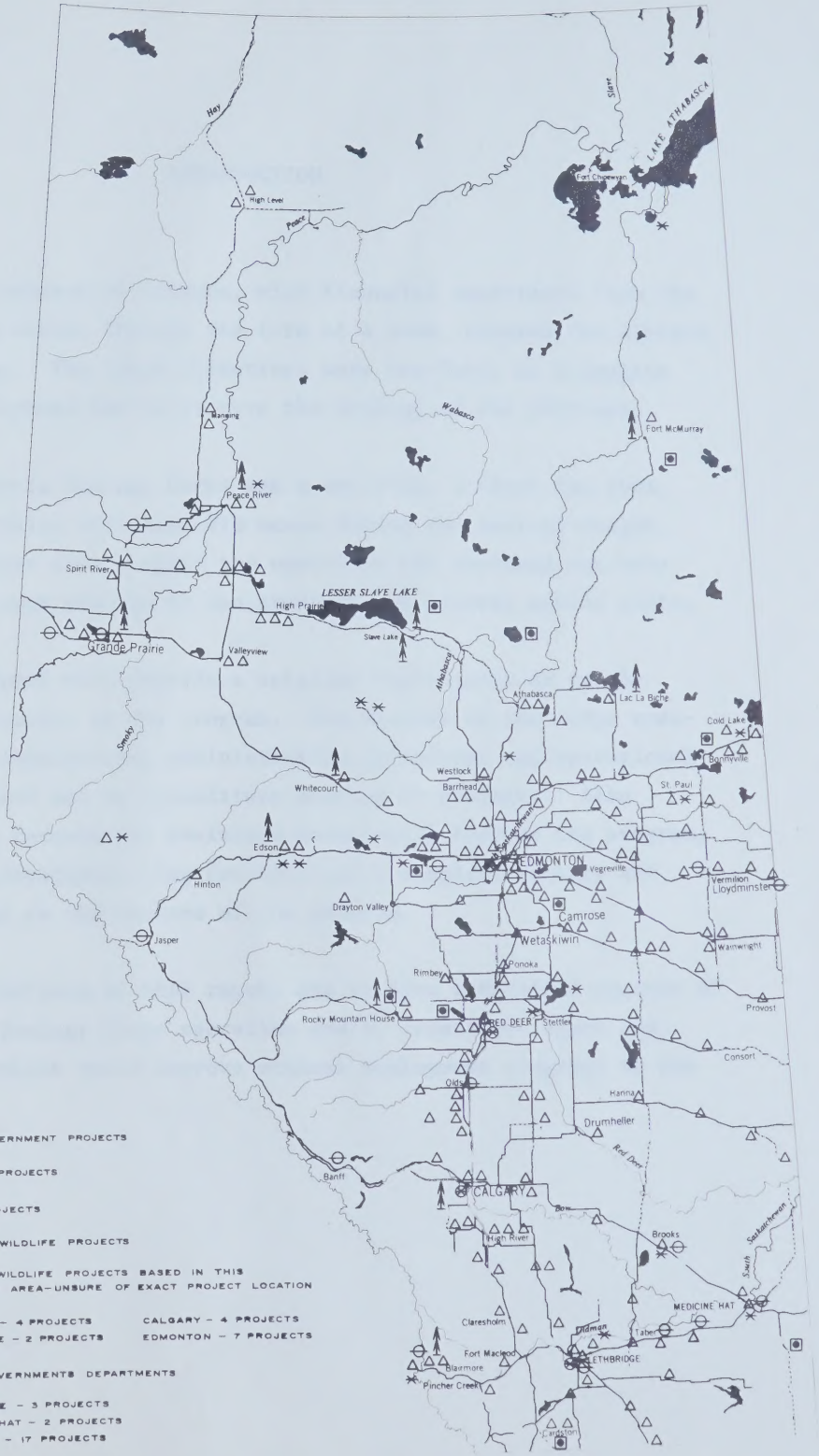
ALBERTA ECOLOGY CORPS

1971

by

D.J. Chabillon


LAKE ATHABASCA
Fort Chipewyan
Hay
Slave
High Level
Peace
Wabasca
Fort McMurray
Manning
Peace River
Spirit River
LESSER SLAVE LAKE
High Prairie
Slave Lake
Grande Prairie
Valleyview
Athabasca
Athabasca
Lac La Biche
Cold Lake
Bonnyville
Smoky
Westlock
Barrhead
St. Paul
Whitecourt
Edson
EDMONTON
Vegreville
Vermilion
Lloydminster
Hinton
Drayton Valley
Camrose
Jasper
Wetaskiwin
Wainwright
Ponoka
Rimbey
Provost
Rocky Mountain House
RED DEER
Stettler
Consort
Olds
Hanna
Drumheller
Red Deer
Banff
CALGARY
Bow
High River
Brooks
South Saskatchewan
MEDICINE HAT
Claresholm
Oldman
Taber
Fort Macleod
LETHBRIDGE
Blairmore
Pincher Creek
Cardston
LEGEND
LOCAL GOVERNMENT PROJECTS
FORESTRY PROJECTS
PARKS PROJECTS
FISH AND WILDLIFE PROJECTS
FISH AND WILDLIFE PROJECTS BASED IN THIS PARTICULAR AREA—UNSURE OF EXACT PROJECT LOCATION
RED DEER – 4 PROJECTS
CALGARY – 4 PROJECTS
LETHBRIDGE – 2 PROJECTS
EDMONTON – 7 PROJECTS
OTHER GOVERNMENTS DEPARTMENTS
LETHBRIDGE – 3 PROJECTS
MEDICINE HAT – 2 PROJECTS
EDMONTON – 17 PROJECTS

INTRODUCTION

The Government of Alberta, with financial assistance from the Federal Government, through the form of a loan, created the Alberta Ecology Corps. The Corps objectives were two-fold; to stimulate student employment and to improve the ecology of the province.

The Alberta Ecology Corps was a new idea, a first for this province. Public criticism did occur during the initial stages, but for a first time program the operation was smoothed out very quickly and soon praised by the students and general public alike.

This report will provide a detailed explanation as to the complete operation of the program. The history of the Corps creation and implementation, administration procedures and operational guidelines used and an expenditure summary by projects. Also provided are recommended revisions which would improve the program, a proposed operational plan for 1972 and a complete summary and conclusion as to the success of the program.

The objectives of this report are to give a detailed account of the Alberta Ecology Corps operation and to create new ideas and suggestions which would improve student employment programs of the future.

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- 1971 -

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   Inventory Card System

   Eligibility List

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     - Edson
     - Grande Prairie
     - Lac La Biche
     - Peace River
     - Rocky Mountain House
     - Whitecourt
   - b) Provincial Parks
   - c) Fish & Wildlife
2. Department of Industry & Tourism
3. Department of Health & Social Development
4. Department of the Environment
5. Department of Agriculture

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

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4. Department of Health & Social Development
5. Department of the Environment
6. Department of Agriculture

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SECTION I

HISTORY OF THE ALBERTA ECOLOGY CORPS

- 1971 -

HISTORY OF THE CORPS

The student summer employment program in Alberta found its origin, indirectly, last January, 1971, as a result of the Federal Provincial Special Development Loan Program providing Alberta with an amount not to exceed 6.2 million dollars, to be used for the purpose of stimulating employment in Alberta. Suggestions from Ministers, as to the qualifications of those to receive the benefits, were requested by the Provincial Treasurer.

It was felt that student summer employment was one area which should be seriously considered as the manpower centres throughout Alberta had clearly indicated a lack of available positions open to students during the summer months. The Honourable Ray Speaker, Minister of Social Development, began a series of meetings including those with student leaders of post-secondary educational institutions. It was at this time that the concept of the Alberta Ecology Corps was founded. Suggestions and recommendations regarding salary, and types of projects to be included in the scheme, were encouraged. It was decided that the salary would be such that it would provide employees with an adequate amount of savings so as to qualify students for assistance yet at the same time allow the Corps to employ a maximum number of students.

Informal approval from the Premier and formal approval from the cabinet to proceed with the Corps, was received February 17, 1971. The Special Consultant from the Executive Council and an official from the Department of Health and Social Development and the Department of Youth Culture and Recreation proceeded with the planning of the Corps.

A press conference was held February 25, 1971, announcing the special employment programs and specifically the Alberta Ecology Corps. The reaction from the public and opposition in the Assembly was positive. There was, however, a serious drawback - formal authority had not yet been established. Mr. Speaker had only temporarily been designated responsible.

It was hoped that the Alberta Ecology Corps would be in operation by May 1, 1971 so as to immediately accommodate students who would complete their term of studies at that time. A further delay in planning came, however, as no decisions had been made regarding financial authorization.

(a) The 1970-71 budget appropriations were still operative and could not be utilized for the Alberta Ecology Corps.

(b) The new budget would not be operative until April 1, 1971.

(c) With the Assembly in session, no special warrants were possible.

And still no formal authority had been designated, and in spite of an attempt to bring the matter before the cabinet, no further action was taken.

Measures to establish a formal basis did not begin until early April, and first officials meetings were not until sometime later.

The Alberta Ecology Corps was publicized in the news media by the Premier and followed by letter from the Premier to all local governments, Appendix No. 1 and No. 2.

The administration of the Corps was under the direction of Mr. Lloyd De Vore, who accepted the position as Executive Director and carried out the duties very effectively until August 1 when he resigned.

Under Order-in-Council No. 689/71, Appendix No. 3, dated April 19, 1971, the Alberta Ecology Corps became a branch under the Department of Lands and Forests and administrated by this department with the guidance of the management committee comprised of government officials from all departments involved. The Honourable Dr. J. Donovan Ross, Minister of Lands and Forests, was chairman of the committee,and upon him rested the responsibility of the Corps.

GOVERNMENT OF ALBERTA

OFFICE OF THE PREMIER

PRESS RELEASE

Date and Time of Release: 3:00 P.M., THURSDAY, FEBRUARY 25, 1971.

INTRODUCTION

In view of my Government's concern with the employment situation and the general economic climate, I wish to announce a multi-million dollar Capital Development Program that will provide an estimated 118,000 man days of employment. This program will create employment in capital development projects throughout the province, providing jobs for thousands of Albertans. I will outline some of these projects:

1. ALBERTA ECOLOGY CORPS

This program will provide summer employment for students attending Alberta's post-secondary institutions (universities, colleges and technical institutions). The Alberta Ecology Corps will be involved in a variety of conservation and environmental programs that provide long-term benefits and improvements. These will include:

(a) Tree planting and developmental work in the four new provincial parks located at Moose Lake near Bonnyville, Gregoire Lake near Fort McMurray, Jarvis Bay at Sylvan Lake and Police Outpost near Cardston.

(b) Municipal Improvement programs, including tree planting, landscaping, roadside beautification, and local park and recreation improvements. The municipalities will be invited to utilize Ecology Corps services to their communities. Approximately 40 percent of the Ecology Corps program will be assigned to these municipal programs.

(c) Camp construction and development for special youth programs, outdoor leadership programs, and recreation programs for handicapped and mentally ill.

(d) Construction and development of major hiking trails in various areas of the province.

The Alberta Ecology Corps will employ 1,000 students for 84,000 man days in projects costing two million dollars.

2. ALBERTA FOREST SERVICE DEVELOPMENT

These projects will consist of development and major improvements to Alberta Forest Service facilities. The projects will involve some 16,800 man days of work at a cost of $520,000.

3. PROVINCIAL PARK DEVELOPMENT

In addition to the development work of the Alberta Ecology Corps in the four new provincial parks, 6,000 man days of work will be provided in existing provincial parks. These projects will cost approximately $300,000.

4. HIGHWAYS BRUSH-CLEARING AND ROADSIDE IMPROVEMENTS

On these projects $300,000 will be expended for the clearing of brush and general roadside improvement. An anticipated 6,000 man days of work will be provided in projects throughout the province.

5. SENIOR CITIZENS' HOMES

Four Senior Citizens' Homes will be constructed in addition to the two homes already anticipated in the budget. The construction of these homes will cost $1,800,000 and provide 3,000 man days of employment.

6. YOUTH RECEIVING AND DETENTION CENTRE FOR JUVENILES AT GRANDE PRAIRIE

This facility will be developed at a cost of approximately $280,000 and will provide 525 man days of employment.

7. PARKING STRUCTURE AT SAIT

This structure to be built at a cost of 1.2 million dollars will require an estimated 2,250 man days of employment to complete.

Loans from a special fund will be sought to finance these programs. The above programs will involve 118,000 man days of employment.

In addition to the above, other government departments will be hiring this summer. A central co-ordination office will be set up to place summer staff above and beyond regular staff.

A Student Enterprises Fund will also be established.

These efforts, together with our regular programs and new industrial and tourist endeavours, will help Alberta's growing economy remain strong and healthy.

Premier Harry Strom announces the formation of the

ALBERTA ECOLOGY CORPS

providing

1300 SUMMER JOBS

Premier Harry Strom has announced that the Provincial Government is establishing the Corps due to concern for environmental problems and providing summer employment to students of universities, colleges, and technical schools. The Corps will provide worthwhile summer occupation to many post-secondary students, and jobs will also be available in other government departments. Students interested in working to help themselves and Alberta this summer should write to:

ALBERTA ECOLOGY CORPS
Legislative Building, Edmonton

GOVERNMENT OF
ALBERTA
Harry Strom, Premier

ECOLOGY CORPS ADVERTISING*

DAILIES	DATE
Grande Prairie	March 23, 1971
Edmonton	March 23, 1971
Red Deer	March 23, 1971
Calgary (2)	March 23, 1971
Lethbridge	March 23, 1971
Medicine Hat	March 23, 1971
WEEKLIES	
Peace River	Week of March 22, 1971
Camrose	Week of March 22, 1971
UNIVERSITIES	
University of Alberta	March 11, 1971
University of Lethbridge	March 17, 1971

* All advertising uniform in content and design.

SAMPLE COPY FOR THE INFORMATION OF THE MLA'S

APPENDIX NO. 2

ALBERTA

OFFICE OF THE PREMIER

Edmonton 6
Alberta
March 31, 1971.

All Cities, Towns, Villages,
Summer Villages, Counties,
Municipal Districts & Improvement Districts.

Dear

The Government of Alberta is planning a vigorous program to provide employment for many hundreds of students who will be finishing classes at our universities, technical schools and colleges about the end of April.

The Government itself will undertake many projects that will employ students; however, it has occurred to me that our municipal councils, whom I know share our concern about unemployment, could make a very significant contribution by undertaking municipal projects that will not only provide employment opportunities for our students but will result in tangible benefits to the municipalities as well.

The Government is prepared to pay the salaries of students who are employed on municipally-sponsored projects for a period of four months (May through August). I would hope that the councils could in many cases arrange for suitable living accommodation for student workers. The Government is prepared to partially support the living costs of the students and, if necessary, provide special assistance where suitable arrangements cannot otherwise be made. We will try to assist all municipalities which respond on a prorated basis, since the number of Ecology Corps workers reserved for municipal projects is presently 400.

The type of projects we would support in municipalities will be those that have long-term benefit to the community. These could include tree planting, boulevard, park and recreation grounds development, and other labour intensive municipal projects that

.....2

create new employment opportunities that otherwise would not have existed. This program must not supplant regular employment activities. I would add that the Government is prepared to supply at no cost, to the extent our supplies will permit, trees and shrubs that are suitable for boulevard and park planting. The Provincial Horticulturist's Office would be pleased to assist in advising councils in that regard.

I believe municipal councils can provide a significant number of projects and, in addition, in most cases can provide the necessary project supervision. As I mentioned earlier, students will be concluding their studies about the end of April. The need to move quickly in creating employment opportunities for them is apparent and the co-operation of you and your council to that end is earnestly requested.

An application form is attached to this letter. Additional forms and information related to the program can be obtained by contacting the Municipal Projects Director, Alberta Ecology Corps, Financial Building, Edmonton. The telephone number is 423-3267.

Yours very truly,

Harry E. Strom,
Premier

Approved and Ordered,

signed by Grant MacEwan

LIEUTENANT GOVERNOR

O.C. 689/71

Edmonton
April 19, 1971

Upon the recommendation of the Honourable the Provincial Treasurer, dated April 19, 1971, the Executive Council advises that the Lieutenant Governor in Council hereby transfers

(a) $820,000 from Appropriation 2682 to Vote XVIII (Lands and Forests Department) for the purposes of an employment program for the development and improvement of provincial parks and forests;

(b) $300,000 from Appropriation 2682 to Vote XV (Highways and Transport Department) for the purposes of an employment program for the development and improvement of road allowances;

(c) $2,000,000 from Appropriation 2682 to Vote XVIII (Lands and Forests Department) for the purposes of an employment program for ecological and environmental improvement.

signed: Harry E. Strom

Chairman

APPENDIX

THE ALBERTA ECOLOGY CORPS PROGRAM, 1971

1. In this Order,

(a) "approved project" means a project or program approved by the Minister pursuant to section 3;

(b) "eligible student" means a person who is at least 18 years of age, is not disqualified under the laws of the Parliament of Canada from accepting employment in Canada, and was enrolled as a full-time student during the 1970-71 term, in a university, college or institute of technology or any educational institution providing instruction at the post-secondary level.

(i) In Alberta, or

(ii) outside Alberta, if that person is also normally a resident of Alberta;

(c) "Minister" means the Minister of Lands and Forests;

(d) "post-secondary level" has the meaning given to it by the Post Secondary Education Adjustment Payments Regulations under the Federal Provincial Fiscal Arrangements Act, 1967 (Canada).

2. (1) There is hereby established a branch of the Department of Lands and Forests called the "Alberta Ecology Corps."

(2) The provisions of the "Regulations Governing Personnel Administration and Management for the Wage Service" under The Public Service Act do not apply to the members of the Alberta Ecology Corps or persons employed pursuant to section 4, subsection (4).

3. For the purposes of this Order, the Minister may approve projects or programs to be carried out by his own or any other Department of the Government, municipal corporations or private organizations where the projects or the programs are designed for ecological or environmental improvement in Alberta including, without limitation, forests and parks improvement, landscaping, roadside beautification, recreation improvements, camp construction, construction and development of major hiking trails, special youth programs, outdoor leadership programs, recreation programs for handicapped and mentally ill persons and tourist information programs.

4. (1) The members of the Alberta Ecology Corps shall be employed for the purposes of carrying out approved projects during 1971.

(2) Except as provided in subsection (3), the terms and conditions of employment of members of the Alberta Ecology Corps shall be determined by Order of the Minister.

(3) A member of the Corps shall be paid

(a) wages at the rate of $250 per month,

(b) a living allowance of

(i) $1.50 per calendar day when he is living at his normal place of residence, or

(ii) $3.00 per calendar day, when he is not living at his normal place of residence, except where he is being provided with board and room at the site of his employment, and

(c) after he successfully completes the work season, the cost of transportation by the most economic means

(i) from the place where he was enrolled as a student in Alberta or his place of normal residence in Alberta to the site of his initial employment, and

(ii) from the site of his employment at the end of the work season back to the place where he was so enrolled or resided.

(4) The Minister may hire wage employees to provide supporting services to eligible students working in approved projects at such rates and upon such terms and conditions of employment as the Minister prescribes by order.

5. (1) Where the Minister approves a project or program of a municipal corporation, the Minister shall reimburse the municipal corporation for

(a) amounts paid by it on behalf of the Minister to members of the Alberta Ecology Corps assigned to it for the purposes of an approved project, as wages or as living allowances, in accordance with the rates prescribed by section 4, subsection (3),

(b) the cost of room and board provided by it to those members at their sites of employment (where they are required to work away from the places of their normal residence) at the rate of $3.00 per calendar day per member, and

(c) the cost of transportation paid by it on behalf of the Minister to those members in accordance with section 4, subsection (3), clause (c) and the cost of transportation provided by it for the transport of those members from one project site to another.

(2) All accounts for reimbursement submitted to the Government pursuant to subsection (1)

(a) shall be certified as correct by responsible officials of the municipal corporation,

(b) are subject to audit by the Provincial Auditor, and

(c) shall expressly indicate the approved projects to which they apply.

6. The Minister may provide transportation, supplies, materials and services or for the costs thereof for any purpose in connection with or incidental to the carrying out of any approved project.

7. Expenditures under this Order shall be paid from Appropriation No. 1899.

SECTION II

1971 ADMINISTRATION PROCEDURES

A. PROJECT ESTABLISHMENT

1. Provincial Government Departments

   List of Projects approved and rejected

2. Local Government Bodies

   List of Projects approved and rejected

B. STUDENT APPLICATION SYSTEM

1. The Ecology Corps office
2. Provincial Government offices
3. Canada Manpower offices
4. Local Government offices

C. APPLICATION PLACEMENT PROCEDURES

1. Flow Plan

   Employee Number System

   Census Division System

   Inventory Card System

   Eligibility List

2. Improvements within the Flow Plan

   Eligibility List

   Employee Number System

   Inventory Card System

   Suggested Flow Plan

   Suggested Application Form changes

A PROJECT ESTABLISHMENT

1. Provincial Government Departments

Departments throughout the government were requested to make recommendations to the management committee as to project proposals. The committee approved those projects which were considered to be in the true context of the program. The directors of branches, or their representatives, proposing the projects presented their proposals to the management committee. The management committee was formed by senior personnel from departments directly involved with the program. Management committee personnel - Appendix No. 4.

Following this will be a list of all government departments projects approved and a list of all government departments projects rejected. - Appendix No. 5.

2. Local Government Bodies

Local Governments were informed of the Alberta Ecology Corps Program by:

(a) the news release made by the Premier - Appendix No. 1

(b) the letter to the local governments from the Premier - Appendix No. 2

(c) the letter from Mr. W. Isbister, Assistant Deputy Minister, Department of Municipal Affairs - Appendix No. 6.

The letters noted explained the application procedure that Local Governments should use. All cities, towns, villages, summer villages, counties, municipal districts and improvement districts received the noted letters. Applications were received by Mr. Isbister and then presented to the management committee.

The list of projects approved and a list of projects rejected are enclosed - Appendix No. 7 and No. 8.

ECOLOGY CORPS MEMBERS
MANAGEMENT COMMITTEE PERSONNEL

Dr. J. Donovan Ross
Minister of Lands and Forests (April - August 30)

Dr. Allan A. Warrack,
Minister of Lands and Forests

Mr. C. K. Huckvale,
Provincial Auditor.

Mr. F. G. Stewart,
Deputy Provincial Treasurer.

Dr. V. A. Wood,
Deputy Minister of Lands and Forests

Mr. G. B. Evans,
Director of District Youth Representatives

Mr. W. D. Isbister,
Assistant Deputy Minister of Municipal Affairs

Mr. P. D. McCalla,
Head of Horticulture Branch, Dept. of Agriculture

Mr. D. J. Chabillon,
Director of Ecology Corps

Mr. T. Drinkwater,
Director of Parks

Mr. H. M. Ryhanen,
Head, Administration Branch, Alberta Forest Service

Mr. D. E. Massig,
Personnel Officer - Dept. of Lands and Forests.

Mr. G. R. Kerr,
Director of Fish and Wildlife

Mr. A. McCallum
Administrative Accountant - Dept. of Lands and Forests

Mr. V. E. McCune,
Chief Engineer - Dept. of Highways & Transport

Mr. T. R. Vant,
Executive Assistant - Dept. of Industry & Tourism

Mr. D. W. Rogers,
Assistant Provincial Auditor,
Data Processing Division

Mr. R. A. Splane,
Administrative Accountant,
Treasury Department

Miss L. L. Cameron - Secretary
Administration Branch, Alberta Forest Service

Mr. R. H. Morrissette,
Deputy Director, Public Assistance,
Dept. of Health and Social Development

PROVINCIAL GOVERNMENT DEPARTMENTAL PROJECTS

FISH AND WILDLIFE

Pollution Prevention Plan
Fish Habitat Improvement
Clerk Typists
Evaluation of Provincial Exper. Fish and Farm
Stream Habitat Improvement
Swan Hills Moose Project
Cold Lake Coho Salmon Project
Sport Fishery Invest. in Tyrell Lake
Mountain Goat Transplant
Creel Census (Peace River)
Stream Bank and Bank Slump Rehabilitation
Lake Fisheries Improvement Studies
Fish Population Analysis
Fish Population Assessment - Wabamun
Bow - Highwood Reservoir Study
Brooks Pheasant Habitat
Antelope Project
Oldman River Elk Project
Big Game Range Rejuvenation
Edson Evaluation
Chip Lake Waterfowl Evaluation
Elk Project (Red Deer River)
Ruffed Grouse
Buffalo Lake Pike Spawning Study
Study of Ecology of Walleyes in Richardson
Office and Lab Assistant for Field Crews
Creel Census - Clearwater, Bow River
Mine Effluent Study in Crowsnest Pass
Lab Assistant
Radio Trans and Receiver Development
Student Draftsman
Clerk Typist
Edson - Analyses of Ecology Corps data
Habitat Inventory

PROVINCIAL PARKS

Gregoir Lake

Moose Lake

Crimson Lake

Jarvis Bay

Cypress Hills

Provincial Parks Department Tree Planting Crew (3 10 man crews)

Police Outpost

Sir Winston Churchill

Calling Lake

FORESTRY CREWS

Klondike Trail

Rodmen - Construction and Maintenance

Blairmore Forest

Lac La Biche

Peace River Forestry

Slave Lake

Alberta Forest Service Timber Audit

Lands and Forests Publicity Crew

Whitecourt

Edson Forest Crew

Bow River Environment Research

Bow River Reforestation

Bow River Land Use Crew

Bow River Recreation Crew

Bow River Replacements

Bow River Recreation Survey

Rocky Forest Crew

Grande Prairie Forest Crew

Edson Forest Hazard Reduction

Cooks

PROVINCIAL DEPARTMENTS

Oliver Tree Nursery

Department of Industry and Tourism - Travel

Department of Industry and Tourism - Information

Ground Squirrel Ecology

Edmonton Trace Minerals Study

Stream Pollution Survey

Edmonton - Residue Analysis

Fairview Agriculture College

Vermilion Agriculture College

Department of Health and Social Development

Beaverlodge - Biological Weed Control

Division of Pollution Control (Water)

Division of Pollution Control (Air)

Ecology and Aquatic Plants - Lake Wabamun

Edmonton - Consumer Education

Edmonton - Diseases and Parasites in Wildlife

Edmonton - Ecological Survey

Edmonton - Evaluation of Mercury in Predators

Edmonton - Youth Development Centre

Edmonton - Crop Response on Acidic Soils

Olds Agriculture College

Alberta Horticultural Research

Water Resources Division

Water Resources Division - Conservation and Development

Water Resources Division - Tyrell Lake

Water Resources Division - Survey Work

Appendix No. 6

REFER TO FILE NO

GOVERNMENT OF THE PROVINCE OF ALBERTA

DEPARTMENT OF MUNICIPAL AFFAIRS

ADDRESS REPLY
THE DEPUTY MINISTER OF MUNICIPAL AFFAIRS
EDMONTON, ALBERTA

MUNICIPAL AFFAIRS BUILDING
10363 - 108 STREET
EDMONTON, ALBERTA

April 23, 1971

The Municipal Secretary
of all Cities, Towns, Villages,
Summer Villages, Counties and
Municipal Districts

Re: Student Employment
Alberta Ecology Corps.

Further to Premier Strom's letter to your Mayor or Reeve, wherein he advised of the Alberta program for student employment, I outline hereunder the terms and conditions of the program as it relates to projects carried out by municipalities.

Applications

Applications can be submitted on the approved form, copy of which is attached and should be forwarded to the undersigned by April 30th. It is realized that notice of the program has been rather short and we are therefore prepared to consider applications that may be received shortly after April 30th, however, every effort should be made to meet that deadline.

General Terms and Conditions
Acceptable Projects

The projects should be those that have some lasting benefit and may include tree planting, landscaping, improvement of streams, rip rapping and other bank work, development of recreation grounds, fencing of public lands, painting and repair of municipal buildings and facilities and other municipal projects that have a high labor content and result in the creation of new facilities and the improvement of existing facilities. In certain projects such as tree planting and landscaping continuing care and maintenance is

. . /2

required. In such cases one or more student employees as may be required can be retained to ensure that the newly planted trees and landscaping, etc. are given the care needed to produce good results.

Duration of Project

In order to minimize transportation costs and to provide the greatest amount of work possible, projects should run for at least one month and longer if possible.

It is realized that some projects such as boulevard tree planting will be relatively short in duration, however, where possible such work should be coupled with other needed projects to provide the longer term job. Requests for the number of employees should be consistent with the idea of providing a reasonable length of job.

Project Staffing

The Province will provide the student-employees and will make every effort to assign them to projects in or near their normal place of residence. It will be appreciated however, that with employee selection on a computerized basis, we may not always be able to assign students to their "home" municipality.

Municipalities having approved projects will at the time of the assignment of students to their projects, receive details regarding hours of work, lost time and other related matters.

Payment of Wages

Each municipality will pay the student-employees on a twice monthly basis at the rate of $250.00 per month. Each student will also be paid $1.50 per day living allowance if he is staying at home or $3.00 if he is not. Incidental costs of transportation and supervision within the municipality would be a municipal responsibility.

The Municipality may submit claims for reimbursement of student wages and living allowance on a monthly basis or at the conclusion of a project as it prefers. Claims for reimbursement

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are to be made on the forms that will be provided later to those municipalities having approved projects. No payroll deduction other than Canada Pension and Canada Income Tax (where appropriate) are required and no Workmens Compensation Board assessment need be paid by municipalities. Student-employees are covered in that regard by arrangements between the Province and the Compensation Board.

Note: Re - Room and Board

We earnestly request the full co-operation and assistance of municipal councils, staff and indeed the entire community in arranging for room and board in private homes for students employed on municipal projects. We do so for the reasons that (a) the student living allowance of $3.00 per day would in most cases pay his entire costs of room and board in a private home, thus allowing him to save his wages and (b) a student would during the time he is in a municipality be made to feel at home in the community and be encouraged to participate in community sports and other activities. We believe communities can do a good job in this regard and we would certainly encourage them to do so.

Trees

The Province is prepared to provide within the limits of its supply trees suitable for boulevard and park planting. Boulevard trees of 4' - 6' in height can be obtained while the supply lasts at the Lacombe Nurseries, Lacombe. Those trees will be free of charge and the municipalities are requested only to be responsible for the cost of transporting them from the nursery to the municipality, either with their own trucks or by other arrangements. The smaller trees and shrubs suitable for planting in parks and other public areas are available at no cost from the Provincial Tree Nursery at Oliver. Requests for trees should be made to P.D. McCalla at the Plant Industry Division, Department of Agriculture, Edmonton. Transportation of these trees is also to be a municipal responsibility.

There may be opportunities for municipalities to obtain suitable boulevard trees in the 4' - 6' height range from nurseries or other private sources. If this can be arranged and it may be more convenient in many cases to do so, the Province is prepared to

. . /4

contribute $1.50 per tree toward their cost. To be reimbursed on this basis, a municipality must forward a claim to the Province supported by a certified copy of the invoice from the nursery, person or agency from which the municipality purchases the trees. An information sheet related to trees is attached to this letter.

General Comments

There undoubtedly will be questions arise in respect to the program that are not covered in this letter. Enquiries are welcomed and will be given immediate attention. Questions should be directed as follows:

General Information	W. D. Isbister, Assistant Deputy Minister, Department of Municipal Affairs, 10363 - 108th St., Edmonton, Alberta	Phone 424 9588
Personnel	Mr. Lloyd DeVore, Executive Director, Alberta Ecology Corps, 1st Floor, Financial Building, Edmonton, Alberta	Phone 423 3267
Trees and Shrubs	Mr. P.D.R. McCalla, Head, Horticulture Branch, Department of Agriculture, Agriculture Building, Edmonton, Alberta	Phone 229 4526
Claims for Reimbursement	Mr. A. McCallum, Administrative Accountant, Department of Lands & Forests, Natural Resources Building, 109th St. & 99 Ave., Edmonton, Alberta	Phone 229 3404

Yours very truly,

W. D. Isbister

Assistant Deputy Minister

Alberta Ecology Corps

(Municipalities)

1. Municipality

   Address

2. Description and location of project

3. Expected date of commencement	4. Expected date of completion
5. Number of persons to be employed	6. Number of man-days of work
7. Total cost (excluding Ecology Corps salaries)	8. Cost of materials only
9. Project supervisor supplied by municipality Yes ☐ No ☐	10. Living accommodation available in municipality Yes ☐ No ☐

Additional Comments

It is hoped that wherever possible municipalities will utilize Ecology Corps services for the period May 1st to August 31st. However, it is expected that a large group of students will be available in early June due to the longer school year at the technical institutes.

ALBERTA DEPARTMENT OF AGRICULTURE

PLANT INDUSTRY DIVISION

Agriculture Building
9718-107th Street
Edmonton 6, Alberta

April 23, 1971

TO: The Municipal Secretary
of all Cities, Towns, Villages,
Summer Villages, Counties and
Municipal Districts

Dear Sir:

Re: Planting Recommendations for Large Size Boulevard Trees

Cities, towns and villages are often difficult places to establish trees. Therefore, in your planting program, be as generous to the trees as possible by digging large planting holes, replacing poor soil with fertile soil, with watering and by staking the trees.

The following tree varieties are recommended for Alberta townsite beautification:

Species:	Growth Habit:	Minimum Spacing Recommendations:
American Elm Green Ash Laurel Leaf Willow	Tall growing	45 feet
Siberian Elm	Medium sized	40 feet
Mountain Ash Mayday	Smaller sized, spring flowering	35 feet

Spacing Recommendations:

It is not recommended to space trees wider than 60 feet. Do not plant trees on boulevards where the planting strip is less than 6 feet wide. Other considerations regarding traffic signs, etc., are:

(a) Plant trees a minimum distance of 25 feet from corners.

(b) Plant trees a minimum distance of 12 feet from: fire hydrants, traffic signs, light poles, driveways, bus stops, etc.

Planting Recommendations:

For trees 4 feet to 8 feet in size it is necessary to dig a planting hole 24 inches in diameter. Plant the trees at the same depth as the tree grew at the Nursery. Use fertile dirt for back-filling. Establish a 6 foot stake 4 inches away from the tree and fasten the trunk to the pole with a loop of wire that is enclosed in a section of garden hose to prevent bark cutting. Water thoroughly.

Selection of Varieties:

It is recommended that the listed varieties be used in homogeneous types of plantings. Therefore, do not intermix the varieties along one boulevard or street, but use one variety along one street, and another variety elsewhere.

Early Maintenance:

Landscape beauty depends on people. Therefore inform your community about the efforts to beautify their neighborhood. These newly planted trees should not be molested; the trees require periodic watering during the summer.

Yours truly,

P. D. McCalla, P.Ag.,
Head, Horticulture Branch

PDM/rl

LIST OF MUNICIPAL PROJECTS

Municipal District of Acadia #34
Summer Village of Alberta Beach
Village of Andrew
County of Athabasca #12
Town of Athabasca
County of Barrhead #11
Town of Barrhead
Town of Bashaw
Town of Bassano
County of Beaverlodge
Village of Berwyn
Town of Black Diamond
Village of Blackfalds
Village of Blackie
Town of Blairmore
Municipal District of Bonnyville #87
Town of Bonnyville
Village of Bowden
Town of Bow Island
Village of Boyle
Town of Brooks
City of Calgary
City of Camrose
County of Camrose #22
Village of Carbon
Town of Cardston
Town of Carstairs
Summer Village of Castle Island
Town of Castor
Village of Cayley
Town of Claresholm
Town of Coaldale
Town of Cochrane
County of Beaver #9

Town of Cold Lake
Town of Coleman
Town of Coronation
Village of Coutts
Village of Cremona
Village of Crossfield
Town of Daysland
Village of Delburne
Town of Devon
Village of Donnelly
Town of Drayton Valley
City of Drumheller
Village of Eaglesham
City of Edmonton
Town of Edson
Town of Elk Point
Town of Fairview
Town of Falher
County of Flagstaff #29
Municipal District of Foothills (High River) #31
Village of Foremost
Village of Forestburg
Town of Fort MacLeod
New Town of Fort McMurray
Town of Fort Saskatchewan
New Town of Fox Creek
Village of Glendon
Town of Grand Centre
New Town of Grande Cache
City of Grande Prairie
Town of Granum
Village of Grassy Lake
Town of Grimshaw
Town of Hanna
Town of Hardisty
Village of Hay Lakes
Town of High Level

Town of High Prairie
Town of High River
Town of Hinton
Improvement District #5 (Crowsnest)
Improvement District #14 (Edson)
Improvement District #23 (High Level)
Improvement District #17 (High Prairie)
Improvement District #22 (Manning)
Improvement District #17 (Peace River)
Improvement District #10 (Rocky Mountain House)
Improvement District #19 (Spirit River)
Improvement District #16 (Valleyview)
Town of Innisfail
Town of Killam
Municipal District of Kneehill (Threehills) #48
Town of Lac La Biche
County of Lacombe #14
Town of Lacombe
Town of Lamont
County of Leduc #25
Town of Leduc
City of Lethbridge
County of Lethbridge #26
City of Lloydminster
Town of Magrath
Summer Village of Ma-Me-O Beach
Town of Manning
Town of Mayerthorpe
Town of McLennan
City of Medicine Hat
Town of Milk River
County of Minburn #27
Village of Mirror
Town of Morinville
County of Mountain View #17
Town of Mundare
Village of Myrnam
Town of Nanton
Village of Mannville

Village of New Sarepta
Village of Nobleford
Town of Okotoks
Town of Olds
Town of Oyen
County of Paintearth #18
County of Parkland #31
Town of Peace River
Village of Penhold
Town of Pincher Creek
Village of Plamondon
County of Ponoka #3
Town of Ponoka
Town of Provost
Village of Radway
New Town of Rainbow Lake
Town of Redcliff
City of Red Deer
Town of Redwater
Town of Rimbey
Town of Rocky Mountain House
Municipal District of Rocky View #44
Village of Rycroft
Village of Ryley
Summer Village of Sandy Beach
Town of Sedgewick
County of Smoky Lake #13
Town of Smoky Lake
Municipal District of Smoky River #130
Town of Spirit River
Town of Spruce Grove
Town of Stettler
Village of Stirling
Town of Stony Plain
County of Strathcona #20
Town of Strathmore
Municipal District of Sturgeon #90
Town of St. Albert

Town of St. Paul

Town of Sundre

Town of Sylvan Lake

Town of Taber

Village of Thorhild

Village of Thorsby

Town of Three Hills

Town of Tofield

County of Two Hills #21

Town of Two Hills

Summer Village of Val Quentin

Town of Valleyview

Town of Vauxhall

Town of Vegreville

Town of Vermilion

County of Vermilion River #24 (Kitscoty)

Village of Veteran

Town of Viking

Village of Vilna

County of Vulcan #2

Town of Vulcan

Municipal District of Wainwright #61

Town of Wainwright

Village of Warner

Village of Wembley

Municipal District of Westlock #92

Town of Westlock

City of Wetaskiwin

County of Wheatland #16 (Strathmore)

New Town of Whitecourt

Village of Willingdon

Village of Youngstown

Appendix No. 8

REJECTED PROJECT	NATURE OF PROJECT
Foothills School Division #38	School ground development
Village of New Sarepta	Construction of village office and public water system
Brooks School Division #2092	School ground development
Town of Elk Point	Cataloging and repairing books - town library
City of Edmonton	
Whitemud Creek Study	specified 3 year engineering students
Telephones	insp. & maintenance of switching equipme
Telephones	identify equip. on subscribers prem
Telephones	check groundings
Telephones	inter office trunk study
Telephones	update records of manholes, duct space, cable layout
Telephones	cable inventory
Telephones	record work
Telephones	develop computerized routings
Telephones	upgrade service wiring
Telephones	audit & invoice verification studies
Telephones	personnel charts
General	Systems library
Telephones	tool & equipment inventory
General	manpower utilization system
New Town of Rainbow Lake	clearing for fire control

These projects were rejected by committee.
Committee did not feel they were in keeping with the ecological objectives of program.

B. STUDENT APPLICATION SYSTEM

Applications were received from three major sources -

1. The Corps Office - Students were informed of the Corps through student manpower offices or newspapers. Applications were obtained and received by same offices (Manpower offices in mention include those found at Students Union Building, University of Alberta, Northern Alberta Institute of Technology, and other post-secondary institutions)

2. Provincial Government Offices - Several applications were received from the Department of Lands and Forests office. These include those applications from persons satisfying the Ecology Corps requirements and seeking positions which were within the realm of the Corps operation. These applicants had original intentions of being employed by the Department of Lands and Forests, however, were unsuccessful.

3. Canada Manpower Offices - Applications were accepted from students placing application with their local manpower office. We found it necessary to open our applications to include these students after we found our source of applications was not sufficient to satisfy the number of positions which were available. This was the result of (a) the high turn-over of students who had been assigned to positions, (b) the number of students who did not accept our initial assignments and our inability to offer second choices, or (c) the number of students who had already accepted jobs with other companies. None of the above factors had been anticipated to such a degree.

4. Local Government Offices - Municipalities, improvement districts and counties were asked to employ local students to fill projects. Applications were received by the localities and forwarded to the Corps office for approval. Again students hired had to satisfy Corps requirements.

C-1 APPLICATION PLACEMENT PROCEDURES

FLOW PLAN

1. Employee Number System

The first step in the processing of applications was to assign a number to each application received by the Corps office regardless of eligibility. The purpose of such a system was to enable the Corps to keep an accurate account of the number of persons making application with the Corps and to devise a form of identification.

The code used on the number was as follows: See Appendix No. 9.

Six numbers were used. The first number was assigned according to: (a) The first number, 0, was used if the application was received originally by the Corps office and had the signature of the references given by the applicant; (b) the first number, 2, was used if the application was received by the Corps office, manpower office or local government office, but had no reference signatures; (c) the first number, 9, was used if the application was received by the Department of Lands and Forests, regardless of whether reference signatures had been given or not.

The last five numbers showed the chronological ordering of the applicants. It was hoped that these numbers would tell us instantly how many applications had been received by this office to date.

A record was kept of all the numbers along with information regarding: whether the applicant was male (1) or female (2); the census division to which the applicant belonged (Edmonton - 11, Calgary - 6, etc.) and the location preference of the applicant (Edmonton - 1, Calgary - 2, Southern Alberta - 3, Central Alberta - 4, Northern Alberta - 5, no preference - 6).

This system had several pertinent disadvantages: (a) We often received two or more applications from one student, having accepted applications from so many organizations; (b) The first number reference was not always accurate; (c) Not all applications were assigned numbers; (d) The responsibility of assigning numbers was given to many persons of the Corps office, thus resulting in a great deal of confusion and error. (e) The direct employers often used their own employee number system based on their own code.

ALBERTA ECOLOGY CORPS

APPLICATION SCREENING & CODING

APPLICATION FORM BLANKS TO BE CHECKED BY SCREENING & CODING OFFICERS

Upper Right-Hand Blank - This blank is used for the applicant's Census District Number. The CDN is found by looking up the address given in Blank #4 (Home Address) in the Gazettier. The CDN should also be entered in the columns under "Census Division" on the Code Sheet.

Candidate's Number - This blank will be numbered by a designated Coding Officer with a four-digit number which will be the applicant's identification number. The identification number will also be entered in the four right-hand columns under "Application Number" on the Code Sheet.

Blank #3 - This blank calls for the student's school address and should be checked only if the applicant does not list an Alberta address in Blank #4. If the student does list an Alberta address in Blank #4, go on to Blank #6. If it is necessary to check Blank #3, and an Alberta address is given in Blank #3, use that address for assignment of the applicant's Census District Number. If it is necessary to check Blank #3 and the applicant does not give an Alberta address in Blank #3, reject the application.

Blank #6 - If the age listed in the blank is less than 18, check Blank #7. If the birth date listed in Blank #7 indicates that the applicant will not be 18 years of age by June 15, 1971, reject the application.

Blank #10 - The information in this blank should be transferred to the column under "Sex" on the Code Sheet. To indicate a male applicant, use the number "1", and to indicate a female use the number "2". If no indication of sex is found in this blank, reject the application.

Blank #14 - This blank indicates the post-secondary institution the applicant will be attending during the 1971-72 term. If the blank is not completed, reject the application.

Blank #20 - Please enter the information in this blank in the column under "Work Preference" on the Code Sheet, using the following number code:

1 - Edmonton

2 - Calgary

3 - Southern Alberta

4 - Central Alberta

5 - Northern Alberta

6 - No Preference Indicated

ALBERTA ECOLOGY CORPS

CODE SHEET

APPLICATION NUMBER	SEX	CENSUS DIVISION	WORK PREFERENCE

2. Census Division System

The Census Divisions of Alberta divide the province into population densities. The Corps attempted to use the divisions in such a way as to have the same number (percentage) of persons from a Census Division working for the Corps as that division represented the percentage of the total population of the province.

The Census Division System was also used indirectly as a means of placing the student as close to his or her location preference as possible.

All applicants were assigned a Census Division number according to the Division of their permanent or home address. The applications were then placed in a central file according to the Census Division numbers.

A map dividing the province into Census Divisions was used - See Appendix #10. Appendix No. 10A and 10B will show the locations of all major projects throughout the province.

The disadvantages of the system were as follows: (a) Not all applications were received by the original close-off date, therefore locating the applicants proved to be difficult and furthermore allocating them to a specific Census Division was very difficult to say the least. (b) The Corps was not as widely advertised as it should have been, as a result most of the applications were received from C.D. 11 (Edmonton) and most of the positions initially were assigned to persons from this division. This also posed problems insofar as assigning according to preference was concerned.

3. Inventory Card System

The purpose of the inventory card system was to give the Corps office staff a readily available account of each applicants work history with the Corps, and to enable the staff to easily locate any individuals file.

The procedure followed with each individual's card was as follows:

(a) complete all information on the face of the card -

Name _____ Assignment Location _____

Date application received

Birth date of Applicant Age

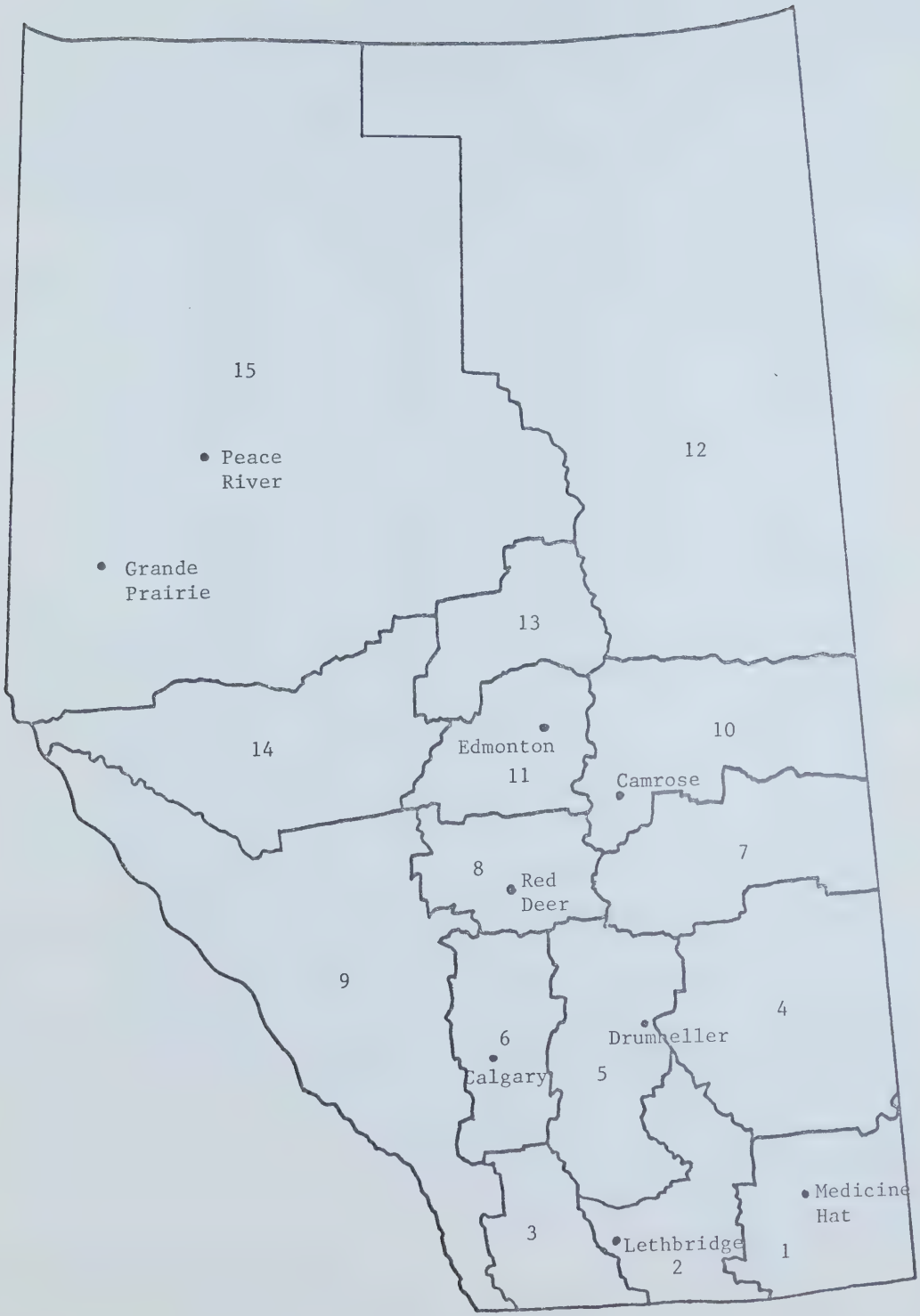
Address (home or permanent)

Accepted offer: date

Employee number

Name and address of next of kin: _____

CENSUS DIVISIONS OF ALBERTA



PROVINCE OF ALBERTA

Divisional Centres of Population

* Dominion Bureau of Statistics Projection Only

Division No.	1966 Population	1966 Percentage	1969 Population*	1969 Percentage
1	38,858	2.655	38,000	2.434
2	82,719	5.653	83,000	5.317
3	29,592	2.022	31,000	1.985
4	14,224	0.972	14,000	0.896
5	35,987	2.459	37,000	2.370
6	369,140	25.228	420,000	26.905
7	40,833	2.790	40,000	2.562
8	83,912	5.734	85,000	5.445
9	18,195	1.243	17,000	1.089
10	70,211	4.798	67,000	4.292
11	476,053	32.534	518,000	33.183
12	50,635	3.460	52,000	3.331
13	44,142	3.016	44,000	2.818
14	20,358	1.391	21,000	1.345
15	88,344	6.037	94,000	6.021
TOTAL	1,463,203	99.992%	1,561,000	99.993%

(b) Complete all information on back of card, and to keep an accurate account of any communication received on the applicant, such as: the age of the applicant and date he would be available checked and initialled; after the applicant was assigned to a position, the location of his assignment was typed on the upper right corner of the front of the card and again recorded on the back along with the date he was to report; any further communication such as cancellations, information received (medical certificate, questionnaire, travel claim).

All cards were kept in a central file and filed alphabetically. The only problems encountered with the inventory card system were due to the fact that the system was not incorporated until early in July, whereas the program had been in effect since the end of April.

This system should definitely be continued in an amended form in further Corps operations.

4. Eligibility List

We found it necessary to draw up an eligibility list of applicants as a result of an influx of applications in June. Students were placed on the list according to when their application was received by this office. No preferences were made in regards to male over female when drawing up the list, nor were there any preferences made in the case of University or Technical School students over high school students.

All applicants on the list then received letters advising them of their positions on the list. As the positions came available the next person on the list was to be chosen.

In many cases, however, we were forced to by-pass girls in favour of assigning boys to forestry crews. No regard was, or could, be made for location preferences. As positions became available, regardless of where that position was the next person on the list was assigned.

Because of the fact that boys were chosen over girls, the entire purpose of the list was destroyed. In future it may be advisable to draw up an eligibility list according to male-female categories, census division categories, or the like. See Appendix 11.

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

11

June 18, 1971

Dear Applicant:

Your application for employment with the Alberta Ecology Corps has been received and you have been placed on the list of those eligible for placement. If you wish your name removed from the eligible list for any reason, please advise this office in writing. You will be removed from the eligible list only if you are found to be ineligible, if you refuse an assignment, if you are found to have been placed under a separate application to the Corps, or if you request that your name be removed.

Your numerical ranking on the eligible list is indicated by the number appearing at the lower right corner of this letter. Applicants will be placed in numerical order in the few remaining available positions. Those applicants not placed immediately will be retained on the eligible list for assignment to any position vacated during the course of the summer.

Thank you for your interest in the Corps.

Sincerely,

L. G. de Vore

L. G. de Vore
Executive Director

#_____

Ranking on Eligible
List as of June 17

I _____

PRINT NAME

☐ DO ACCEPT YOUR OFFER OF EMPLOYMENT

☐ DO NOT ACCEPT YOUR OFFER OF EMPLOYMENT

_____

SIGNATURE

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

Dear Applicant:

This letter is to advise you that you have been selected for service in the Alberta Ecology Corps, and is a valid offer of employment.

The terms of this offer are:

1) Employment will begin on the date selected by the Corps and shall be assured by both parties through August 31, 1971, contingent upon satisfactory performance and a review of your references. (You will be advised of your sepcific work assignment as soon as possible, and will receive a list of personal gear you will require.)

2) Employment will be at the location or locations assigned by the Corps. Initial assignment will be made at the location preferred by the applicant where possible.

3) Salary will be $250 per month, and the employee is required to work a 40 hour average week, (Some weeks may be longer or shorter, e.g. some crews may work 10 consecutive days followed by 4 days off.)

4) Room and board will be subsidized at $3.00 per day.

5) Applicants accepting Corps employment offers must be available at their listed place of residence pending assignment, and must be available to begin work not more than one week following the end of their school term or on 72-hours notice, whichever is later.

6) All applicants, prior to beginning employment, must bring the following documents to the job site:
   - Birth certificate, landed immigrancy card, or visitor's visa and work permit valid through August 31, 1971
   - Student ID card for the 1970-71 term.
   - Doctor's statement certifying that the applicant's health is sufficient for general outdoor labour on a 40 hour per week basis.

7) All applicants prior to beginning employment, must complete and submit Government of Canadaform TD-1 "Employee's Tax Deduction Return", which will be provided at the job site.

Please mark the enclosed card indicating your acceptance or non-acceptance of this offer, sign the card, and return it as soon as possible.

wish you the best success during your service with the Corps.

Sincerely,

L. G. de Vore
Executive Director

Placement of Applicants.

1. Employee numbers assigned (by computer) in random order and master list compiled. The list was divided first into census divisions and then into male-female categories (see selection procedure).
2. All eligible applications placed in central file in numerical order.
3. The number of students to be selected from each census division was determined on a percentage basis according to Census division population representation. Sixty percent of the total selected were to be male, the other 40% female.
4. All applicants were screened (by computer) prior to being put on the list (to ensure eligibility) but were rechecked upon selection of applications.
5. All eligible applicants (from those pulled from central file) were sent offer letters, and "accept" cards which were to be returned within five days. See Appendix 12
6. The date the offer was sent was recorded on the application along with the Census division number of the applicant. These applications were then placed in a file in alphabetical order according to Census division numbers.
7. Upon receipt of the "accept" cards, same was attached to application and application placed in appropriate file - as to;
   (a) If applicant did not accept offer, the application was placed in the cancelled file (alphabetically ordered)
   (b) If applicant accepted offer of employment the application was placed in an available file - alphabetically according to Census division number.
8. Copies of approved projects were received and a separate file made for each project. Students were assigned to particular projects (considering location preference where possible) and assignment letters sent to the applicant. Assignment letters told the applicant: name and location of project to which he was assigned; to whom he was to report; equipment required; and any other pertinent information regarding transportation, Alberta Ecology Corps policy, etc. See Appendix 12A and 12B.

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

** Please notify us by telephone (call collect) of your acceptance or non-acceptance of this offer,

Thank you

Further to your acceptance of a summer position with the Alberta Ecology Corps....

Your initial assignment will be to the
at , Alberta.
You are asked to report to
at a.m., , 1971, where your duties will be explained to you and arrangements will be made for your lodging.

You will be required to present the following documents to the supervisor of the project on which you will be working, so that he may properly complete your pay and tax statements....

- Birth certificate, landed immigrancy card, or visitor's visa and work permit valid through August 31, 1971

- Student ID card for either the 1970-71 term, or notification of acceptance to a post-secondary educational institution on a full-time basis for the upcoming 1971-72 term

- Statement written and signed by a registered physician certifying that your health is sufficient for general outdoor labour on a 40-hour per week basis

PLEASE BRING ALL OF THE ABOVE WITH YOU WHEN REPORTING FOR WORK, AS YOU WILL NOT BE ALLOWED TO BEGIN WORK AND WILL NOT BE LISTED ON THE EMPLOYMENT ROLL WITHOUT ALL OF THE ABOVE DOCUMENTS!

You should bring the following gear for your own use:

- Sleeping bag, or other bedding
- Work shirts and pants (preferably denim or heavy cotton)
- Heavy work socks
- Windbreaker or heavy sweater, and raincoat
- Work boots, preferably steel-toed safety boots
- Mocassins or other casual footwear
- Leather work gloves
- Casual attire for off-duty hours
- Towels and facecloth
- Personal gear such as tooth brush, comb, sewing or mending kit, shaving gear, etc.

To prevent damage, all clothing and personal equipment should be packed in a duffel bag or pack sack, NOT IN A SUITCASE.

FIREARMS OF ANY KIND ARE PROHIBITED, AND POSSESSION WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION.

If you cannot accept this assignment, or cannot meet one or more of its requirements, please contact this office as soon as possible at 423-3267 in Edmonton.

Sincerely,

L.G. de Vore,
Executive Director.

IMPORTANT INFORMATION .....PLEASE READ

Transportation to and from the Job Site

Employees are required to find their own way to the job site by the time and date indicated on their job assignment letter.

The Alberta Ecology Corps will, however, reimburse the employee for the cost of his transportation from his residence to the job site at the beginning of the season, and from the job site back to his residence at the end of the season, if the employee works the whole season. Reimbursement will be made as an addition to the employee's final cheque, and will not be available prior to issuance of the final cheque.

The exact wording of the Order-in-Council authorizing the payment of transportation reads as follows: (referring to the employee)

4(2)(c) A member of the Corps shall be paid after he (or she) successfully completes the work season, the cost of transportation by the most economic means

(i) from the place where he was enrolled as a student in Alberta or his place of normal residence in Alberta to the site of his initial employment, and

(ii) from the site of his (or her) employment at the end of the work season back to the place where he was so enrolled or resided.

Means of Support to be Supplied by Student UNTIL first cheques are issued

Salaries and room and board subsidies will be payable every two weeks. Because of the logistics of handling the pay vouchers for 1,300 employees, an additional one to two weeks will elapse between the end of a pay period and receipt of the appropriate cheque by an employee.

Therefore, employees should bring sufficient funds with them to provide for their room, board, and incidental expenses for at least three weeks, until their first cheques are in their hands. It is recommended that funds over and above incidental expenses should be in the form of personal or traveler's cheques, to protect against loss.

This does not mean that the student will receive less room and board funds than he spends (up to the maximum authorized). It does mean that room and board funds will not be issued in advance, but only on a reimbursement basis.

* IF YOU ARE UNABLE TO REPORT TO WORK ON THE DATE SCHEDULED, PLEASE CONTACT THE OFFICE TO WHICH YOU ARE TO REPORT AND ARRANGEMENTS WILL BE MADE...

9. A list of those students assigned to each respective project was typed in quadruplicate. The list included:

   Name of Project

   Location of project, time and date to report, and name of supervisor to which to report.

   Names of Students

   Name Employee Number

   Address

10. Copies of above letter as follows:
    1. to be attached to project file
    2. to be sent to Mr. McCallum
    3. to be placed in A.E.C. central file
    4. to be sent to project supervisor.

11. After the inventory card system came into effect, any information concerning the above was recorded on the cards.

12. Information regarding employees, claim forms, policies, etc. sent to project supervisors.

Variations

1. At one point it became necessary rather than send out offers of employment, to either contact the applicant by phone, or to send offers and assignments at the same time.
2. All of those who had initially made application were offered employment thus discounting the need to select applications on a percentage basis.
3. Any applications received after the date, which were ineligible for employment with the Corps because of (a) age, (b) education, or (c) residence, were sent regret letters as per Appendix 13, 13A and 13B.
4. The original close-off date for applications was set at April 10, 1971. Any applications received after this date were termed ineligible and a letter of regret due to lateness of application was sent, Appendix 14. Applications were opened again in the latter part of April and all those who had previously been sent "too-late" letters were sent letters asking them to advise us if they were still interested in employment, Appendix 14A. Those responding were placed on "available" list and positions assigned to them.
5. Students requesting applications were sent same along with an information sheet regarding salary, job location, etc. See Appendix 15 and 15A.

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

-Age-

Dear

Thank you for your interest in the Alberta Ecology Corps, and your application for employment with the Corps.

We regret to inform you, however, that your application indicates you are not eligible for service in the Corps, in that you do not meet the requirement that you be 18 years of age prior to the date you would be commencing employment.

We do find your interest in the ecology of the province to be highly commendable, and urge you to continue your efforts to find a way to combine summer employment with an ecologically beneficial and personally satisfying contribution to the world we all share.

We wish you the best success in your efforts this summer and in the future.

Sincerely,

L. G. de Vore,
Personnel Director.

LGdeV/mb

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

- Education -
&
- Resident -

Dear

Thank you for your interest in the Alberta Ecology Corps, and your application for employment with the Corps.

We regret to inform you, however, that your application indicates you are not eligible for service in the Corps, in that you do not meet the requirement (a) that you be a full-time post-secondary student
(b) that you be a legal resident of the province.

We do find your interest in the ecology of the province to be highly commendable, and urge you to continue your efforts to find a way to combine summer employment with an ecologically benefician and personally satisfying contribution to the world we all share.

We wish you the best success in your efforts this summer and in the future.

Sincerely,

Corps Director

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

Further to your inquiry concerning the Alberta Ecology Corps...

As you may know, the Corps was established this Spring, and will provide approximately 1,300 summer jobs for students interested in the quality of our Alberta environment. Most of the jobs funded by the Corps will begin about May 1, 1971.

Because of the limited time until the actual beginning of work on Corps projects, and the need to advise selected students of the acceptance of their applications, it was necessary to cut-off the receipt of applications effective April 10, 1971.

Thus your inquiry of , 1971, was received too late to be considered for projected 1971 Corps jobs.

Thank you again for your interest, and best success in your endeavor to combine summer employment with your interest in Alberta's ecological future.

Sincerely,

L. G. de Vore,
Executive Director.

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

Dear

Further to your previous inquiry about the Alberta Ecology Corps.....

In recognition of the need for still greater effort to protect our environment and fight student unemployment, the Government of Alberta has recently authorized expansion of the Corps beyond its previous 1,300 student limit. As a result, the Corps is reopening applications on a limited basis to accommodate those students who had requested applications after the April 10, 1971, cutoff and are thus already in our file of interested citizens.

If you would still like to work with the Corps and meet the qualifications in the attached information sheet, please do whichever of the following is appropriate:

> If you have already completed an application form and mailed the form to us, notify us by mail or phone (423-3267 in Edmonton) that you are still interested and indicate the date you will be available for placement.
>
> If you have not filled out an application form, please obtain any application form from the Canada Manpower Center nearest you or your local provincial government office, complete the form, indicate the date you are available, and return the form to us as quickly as possible.

Thank you for your interest and your cooperation.

Sincerely,

L. G. de Vore
Executive Director

ALBERTA ECOLOGY CORPS PROGRAM 1971

The claim form used to obtain reimbursement for allowable costs incurred under the Alberta Ecology Corps Program 1971 must be completed in the following manner:

Heading - Name of Municipality.
- Period for which reimbursement of costs is claimed. The periods employed should conform to those set out in Schedule A attached.
- Brief project description of the project for which reimbursement is being claimed as it appears in the agreement entered into with The Alberta Ecology Corps.
- Project number as shown in the agreement (submit a separate claim form for each project).
- Claim number - a sequential number for each claim submitted for the project.

In the various columns of the claim form enter:

Column (1)
- The name and initials of each Alberta Ecology Corps member assigned to the project named in the heading.

Column (2)
- The Social Insurance Numbers of the members concerned. Where a member upon commencement of employment indicates that he (or she) has not previously applied for a Social Insurance Number or does not know his (or her) Social Insurance Number ensure that a Form S1 (Schedule B attached) is completed and forwarded to the offices of the Alberta Ecology Corps.

Column (3)
- A brief description of the nature of work upon which each member was employed for the period.

Column (4)
- The number of hours that each member was employed or available for employment during the period (see Schedule A attached). Remuneration at the agreed rate of $250 per month is dependent upon a member working 40 hours each week. Where during a week a member lost time through no fault of his own (sickness, etc.) every effort should be made to allow the member concerned to work additional hours in subsequent weeks equivalent to the number of hours lost. This will be the only circumstance under which reimbursement will be made for time worked in excess of 40 hours a week and in such cases reference must be made on the claim form to the pay period where the member was paid for less than 40 hours.

Column (5)
- No entry is necessary as the fixed rate of pay has been preprinted for convenience (see Note I on claim form).

Column (6)
- The amount earned by each member calculated by multiplying the number of hours shown in column (4) by the rate shown in column (5).

Column (7)
- Canada Pension Plan deductions applicable.

Column (8)

- Other wage deductions which prove necessary. Such a deduction could be for Income Tax where a member has indicated that he (or she) is taxable. Upon commencement of employment each member must complete a Form TD1 (Schedule C attached) which upon completion must be forwarded to the offices of the Alberta Ecology Corps. It is anticipated that in most cases due to the fact that maximum earnings including living allowances will not exceed allowable Income Tax exemptions members will not be liable to income tax during 1971 (Exemption Claim for Casual, Seasonal or Part-Time Employment). Members should be advised of this situation when presented with TD1s for completion. However notwithstanding this advice if a member states that he (or she) will be taxable the applicable income tax deduction will be entered in this column and suitably identified (see Note III on claim form). In the event that there are multiple "other" deductions enter such deductions on successive lines of the claim form.

Column (9)

- The amount of net earnings which is the amount arrived at in column (6) less any applicable deductions in columns (7) and (8).

Column (10)

- The number of days applicable to the calculation for either "living allowances" or "room and board" reimbursement. If during a period a member lived at home, lived away from home and subsequently was provided with room and board the claim form would show the number of days applicable to each situation on successive lines of the claim form in order that the three separate calculations could be clearly shown. Note the comments on the claim form under Note II and Schedule A attached.

Column (11)

- The rate to be used - see Note II on the claim form.

Column (12)

- The total "living allowance" payable for the period. This amount is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when the allowance is payable to a member.

Column (13)

- The number of the municipality's cheque by which payment for wages and living allowance was made to the member concerned.

Column (14)

- The combined amount paid for the period for both wages and living allowance. This will be the total of the applicable line items as shown in columns (9) and (12).

Column (15)

- The signature of each member indicating that the wages, living allowances and room and board have been received.

Column (16)

- The total of room and board for which reimbursement is being claimed. The amount entered in this column is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when there is to be a reimbursement to the municipality for room and board provided.

General

The claim form summary is self explanatory in that it shows the totals from the various columns as indicated by the figures shown in brackets. Comments on the items concerned are as follows:

A) The total of items shown in column (6).
B) The total of items shown in column (7). Although column (7) indicates deductions made from the employee this total is used for the employer's contribution as these amounts are identical.
C) The total of items shown in column (12).
D) The total of items shown in column (16).

Payments for necessary travel will be covered by "Transportation Claim Forms" to be circulated to members at a later date. Municipalities will not be reimbursed for such payments unless special permission for such action is given by the Director of the Program.

The certificates required on the claim form will consist of that of the foreman or timekeeper at the site of the project who will have been charged with direct supervision of the Alberta Ecology Corps members concerned and the Secretary-Treasurer of the municipality.

Claims forms will not be accepted unless properly certified and fully completed as to all necessary detail.

Submit duly completed claim forms (original and first copy) to:

Alberta Ecology Corps,
Room 415,
Natural Resources Building,
109 St. and 99 Ave.,
EDMONTON, Alberta.

SCHEDULE A

ALBERTA ECOLOGY CORPS

SCHEDULE OF WAGES (BEFORE DEDUCTIONS)
AND LIVING ALLOWANCES FOR PAY PERIODS
MAY 1, 1971 - AUGUST 31, 1971

				LIVING ALLOWANCES	
			WAGES	@ $1.50	@ $3.00
May 1 - May 5	24 HRS.	@ $1.442	$ 34.61	$ 4.50	$ 9.00
" 6 - " 19	80 "	" 1.442	115.36	21.00	42.00
" 20 - June 2	80 "	" 1.442	115.36	21.00	42.00
June 3 - " 16	80 "	" 1.442	115.36	21.00	42.00
" 17 - " 30	80 "	" 1.442	115.36	21.00	42.00
July 1 - July 14	80 "	" 1.442	115.36	21.00	42.00
" 15 - " 28	80 "	" 1.442	115.36	21.00	42.00
" 29 - August 11	80 "	" 1.442	115.36	21.00	42.00
August 12 - " 25	80 "	" 1.442	115.36	21.00	42.00
" 26 - " 31	32 "	" 1.442	46.14	9.00	18.00
	696 HRS.	TOTAL	$1,003.63	$181.50	$363.00

THE ABOVE ARE MAXIMUM AMOUNTS PAYABLE TO ALBERTA ECOLOGY CORPS EMPLOYEES FOR THE PERIOD MAY 1, 1971 TO AUGUST 31, 1971. FOR EACH HOUR THAT AN EMPLOYEE IS NOT AVAILABLE FOR WORK WHICH CAUSES THE NUMBER OF HOURS FOR A PAY PERIOD TO BE LESS THAN THOSE INDICATED ABOVE GROSS WAGE PAYMENTS WILL BE DECREASED BY $1.442.

FOR EACH WORKING DAY THAT AN EMPLOYEE IS ABSENT FROM AN ASSIGNED PROJECT WITHOUT LEAVE LIVING ALLOWANCES WILL BE DECREASED BY $1.50 OR $3.00 WHICHEVER IS APPLICABLE.

SCHEDULE B

☐ **APPLICATION FOR A SOCIAL INSURANCE NUMBER**
☐ **APPLICATION FOR REPLACEMENT OF LOST SOCIAL INSURANCE NUMBER CARD**

(CHECK ONE BLOCK ONLY)

☐ (DO NOT WRITE IN THIS SPACE)

PRINT IN DARK INK OR USE TYPEWRITER — **INFORMATION GIVEN HERE MUST BE ACCURATE**

1	FIRST NAME	MIDDLE OR OTHER NAME	PRINT LAST OR FAMILY NAME
2	DATE OF BIRTH Day Month Year	DO NOT WRITE IN THIS SPACE	3 LAST OR FAMILY NAME AT BIRTH: SAME AS ABOVE ☐ OR
4	SEX MALE ☐ FEMALE ☐	5 YOUR MAILING ADDRESS IS: (Number and Street) (City, Town, Village) (Zone) (Province)	
6	PLACE OF BIRTH: (City, Town, Village) (County or District) (Province, State, Territory) (Country)		
7	MOTHER'S LAST OR FAMILY NAME AT HER BIRTH:	8 FATHER'S FIRST NAME:	
9	A) HAVE YOU EVER BEFORE APPLIED FOR A SOCIAL INSURANCE NUMBER? ☐ YES ☐ NO ☐ DON'T KNOW	B) HAVE YOU EVER RECEIVED A SOCIAL INSURANCE NUMBER CARD? ☐ YES ☐ NO ☐ DON'T KNOW	
10	DATE OF THIS APPLICATION:	11 MARITAL STATUS: MARRIED ☐ SINGLE ☐ OTHER ☐	
12	SIGN HERE DO NOT PRINT OR TYPE	13 IF MARK (an X) USED AS SIGNATURE IN 12, HAVE TWO WITNESSES SIGN HERE Signature of First Witness — Signature of Second Witness	
14	YOUR EMPLOYER'S NAME IS:	15 DO YOU REQUIRE AN UNEMPLOYMENT INSURANCE BOOK? ☐ YES ☐ NO	
16	YOUR EMPLOYER'S ADDRESS IS: (Number and Street) (City, Town, Village) (Zone) (Province)	17 DO NOT WRITE IN THIS SPACE	

S-1 (7-67) **IF YOU ALREADY HAVE A SOCIAL INSURANCE NUMBER CARD, DO NOT COMPLETE THIS APPLICATION** (Français au verso)

DEPARTMENT OF NATIONAL REVENUE, TAXATION

EMPLOYEE'S TAX DEDUCTION RETURN

SCHEDULE C REV. 70

- **Complete and file one copy of this return with your employer**
  (a) when you commence employment, or
  (b) within seven days of any change affecting your personal exemptions.
- If you do not file this return, as required, income tax will be deducted as though you were a single person without dependants.
- Do not claim a child or other dependant whose net income for the year will exceed $950.
- Net income of your spouse or dependants includes any pension or supplement under the Old Age Security Act or any similar Act of a province, and benefits under the Canada or Quebec Pension Plan.

Family or last name (Print) | Social insurance number

Usual first name and initials

Present address (If present address is temporary, give permanent address only) | Date of birth

Name and address of spouse | Day Month Year

Claim for Personal Exemptions

Basic Personal Exemption ▶$ 1,000

Age Exemption—You may claim $500 if you are 70 years of age or over. ▶$

Married or Equivalent Exemption—If applicable, check ☑ and claim **only one** of these 5 items.
If your spouse's net income, while married, will exceed $1,250 in the year, you may not claim this exemption.

Married and supporting spouse

☐ 1. whose net income for the year, while married, will not be over $250. Claim $1,000

☐ 2. whose net income for the year, while married, will be over $250 but not over $1,250. $ 1,250

Less: spouse's net income $

Claim $

Single, divorced, separated or widow(er) and supporting

☐ 3. a wholly dependent child under age 21, or any age if infirm or in full-time attendance at a school or university.
Provide details below and claim $1,000

☐ 4. a wholly dependent person related by blood, marriage or adoption and living in a dwelling maintained by you.
Provide details below and claim $1,000 ▶$

☐ 5. a relative wholly dependent on you and one or more other persons living in a dwelling maintained by you and such other persons. (You may claim here **only** if it has been agreed that no other person will claim for the same dependant or in respect of the same dwelling.)
Provide details below and claim $1,000

Details of Dependant

Name and address of dependant	*Relationship to you*	*Estimated Annual Net Income*	*If a child, state age, and if over 21, state school attended or whether infirm*
		$	

Exemption for Wholly Dependent Children

Exemption may be claimed for wholly dependent son, daughter, grandchild, niece or nephew under age 21 or any age if in full-time attendance at a school or university or if infirm. A niece or nephew may be claimed only if (a) you have complete custody and control of the child, or (b) the child resides in Canada and also the mother is a widow or is separated or divorced and does not receive alimony or similar allowance for the child's maintenance, or the father is mentally or physically infirm. Provide details below and claim $300 for each child who will be under age 16 at the end of the year and $550 for each child who will be age 16 or over at the end of the year.

A wholly dependent child for whom an exemption of $1,000 has been claimed in item 3 above may also be claimed here if the child is supported in a dwelling wherein you employ a full-time servant. If you do, state servant's name below.

Name of child (Attach list if space is insufficient)	*Relationship to you*	*Estimated Annual Net Income*	*Year of birth*	*If over 21, state school attended or whether infirm*	
		$			▶$
					▶$
					▶$
					▶$

Exemption for Other Dependants

(A) Parents, Grandparents, Brothers or Sisters (including in-laws)
(B) Aunts or Uncles Resident in Canada (including in-laws)

Provide details below and claim estimated amount to be spent in support of each dependant up to a maximum of $300 for each dependant who will be under age 16 at the end of the year or $550 for each dependant who will be age 16 or over at the end of the year. If any other person also contributes to the support of a dependant listed here, the combined amount claimed by you and such other person must not exceed the maximum of $300 or $550 mentioned above. No claim may be made here for (a) a dependant over age 21 who is not mentally or physically infirm (unless that dependant is a brother or sister in full-time attendance at a school or university) or (b) a dependant in respect of whom you have claimed an exemption of $1,000.

Name and address of dependant (Attach list if space is insufficient)	*Relationship to you*	*Dependant's Net Income in year*	*Year of birth*	*Estimated amount you will spend in support of dependant*	*If over 21, state school attended or whether infirm*	
		$		$		▶$
						▶$
						▶$

Total Personal Exemptions ..... ▶$

Claim for Tuition Fees by Students Only — *(Ask your District Taxation Office for further information)* ..... ▶$

Total Claim ..... ▶$

Exemption Claim for Casual, Seasonal or Part-time Employment — *(Valid for current calendar year only)*

This area must be completed by an employee who is receiving pay at a rate that is subject to tax deduction but who claims exemption because total income (including free board and lodging) from all sources for the full calendar year will be less than the total personal exemptions claimed. No claim may be made here by a person not resident in Canada for the whole year unless his income for the year in Canada will be less than his exemptions apportioned to the period of residence in Canada.

Income to date this year from all sources ..... ▶$

Estimated income for remainder of year from all sources ..... ▶$

Total estimated income from all sources ..... ▶$

Certification

I HEREBY CERTIFY that the information given in this return is true, correct and complete to the best of my knowledge and belief.

Signature _____ Date _____ 19

It is a serious offence to make a false return.

Warning: An employer should refer a form TD1 containing doubtful statements to the District Taxation Office. Any person who knowingly accepts a form TD1 containing false or deceptive statements commits a serious offence. Employers must retain completed forms TD1 for inspection by officers of the Department of National Revenue, Taxation.

Form authorized and prescribed by the Minister of National Revenue

PROCEDURES GOVERNING PERSONNEL ADMINISTRATION AND MANAGEMENT IN THE ALBERTA ECOLOGY CORPS

Issued by order of the Honorable J. Donovan Ross, Minister, Department of Lands & Forests, pursuant to O.C. # 692/71

APPLICATION

1.1 The following regulations apply exclusively to employees of the Alberta Ecology Corps who are employed by the Corps as regular staff, and do not apply to members employed by Ministerial Order as support staff.

APPOINTMENT

2.1 Employees of the Alberta Ecology Corps shall be recruited and appointed by the Executive Director of the Corps in accordance with such principles and manners as the Director may prescribe, subject to review and revision by the Management Committee and approval by the Minister.

SALARY ADMINISTRATION

3.1 Employees of the Alberta Ecology Corps shall be paid on the basis of bi-weekly pay periods subject to satisfactory performance, in accordance with such principals and manners as the Administrative Accountant may prescribe, subject to revision and review by the Management Committee and approval by the Minister.

3.1.1. Employees of the Corps employed by Departments of Government or their branches, or by private organizations, shall be paid directly by the Corps.

3.1.2. Employees of the Corps employed on approved municipal projects shall be paid by the municipality in which they are working.

3.1.3. Employees shall be paid at the rate of $1.442 per hour for time worked, to a maximum of 80 hours per pay period.

VACATION LEAVE - HOLIDAY PAY

4.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to vacation leave or holiday pay during their term of service.

SICK LEAVE

5.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to sick leave during their term of service.

STATUTORY HOLIDAYS AND OCCASIONAL LEAVE

6.1 Employees of the Alberta Ecology Corps subject to these procedures shall be eligible to receive the following statutory holidays with pay:

Victoria Day
Dominion Day

or such other day in lieu thereof where a statutory holiday falls on a Saturday or Sunday.

6.2 Pay granted to an Alberta Ecology Corps employee for a statutory holiday on which he did not work shall for all purposes be deemed wages.

HOURS OF WORK

7.1 Hours of work shall be established by the supervisor of each project job site, subject to review and revision by the Executive Director of the Corps.

7.2 Employees of the Alberta Ecology Corps subject to these procedures shall not be eligible for paid overtime, but shall be granted straight time off in lieu of overtime worked, except that where the completion of a day's assigned work requires, employees may be required by their immediate supervisor to work up to ½ hour overtime immediately following their regular working hours without entitlement to time off in lieu of said ½ hour.

ATTENDANCE

8.1 The Administrative Accountant of the Alberta Ecology Corps shall prescribe the manner in which Corps employees subject to these procedures shall register their attendance, including the appropriate deductions for lateness and absence, subject to review and revision by the Management Committee and approval by the Minister.

ALBERTA HEALTH CARE

9.1 Employees of the Alberta Ecology Corps subject to these procedures shall be responsible for payment of their own Alberta Health Care Insurance Corporation premiums, if any; said premiums not to be subsidized by the Corps.

PUBLIC SERVICE PENSION ACT

10.1 Employees of the Alberta Ecology Corps subject to these procedures shall not qualify for coverage under the Public Service Pension Act or the Local Authorities Pension Act.

CONDUCT AND DISCIPLINE

11.1 The maintenance of discipline at each project job site rests with the supervisor of that project.

11.2 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the direct purview of a department of Government, the project supervisor shall give the employee notice in writing as to the reasons for his suspension or dismissal, sending a copy of the notice to the Executive Director of the Corps, and such suspension or dismissal shall be effective upon delivery of notice to the employee.

11.3 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the purview of a municipality, county, improvement district, other public body or private organization, the project supervisor shall advise the employee in writing that he is recommending said disciplinary action, sending a copy of such written advice to the Executive Director of the Corps for further action on behalf of the Corps, and said employee shall be suspended with pay effective on delivery of such written recommendation to the employee, pending further action by the Corps.

11.4 Where the Executive Director of the Corps has received in writing the recommendation of any municipality, county, improvement district, other public body, or private organization that an employee assigned to a project under the purview of that body be suspended or dismissed subsequent to 11.3 (above), he shall inquire into the recommendation and the facts behind it and, upon conclusion of his investigation and subject to revision & review by the Management Committee and approval by the Minister, shall

confirm the suspension of the employee; or

dismiss the employee; or

take such other action as shall settle the matter and is equitable and appropriate, advising both the employee and the body recommending disciplinary action of his decision in writing,

such decision to be effective on the date established by the Executive Director.

11.5 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed prior to the end of working hours on any work day, shall be paid for that day.

11.6 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed on any day other than a work day, shall be paid through his last previous work day.

PAYMENT OF SUBSIDIES

12.1 Employees of the Alberta Ecology Corps subject to these procedures shall be paid on the basis of bi-weekly subsidy periods coinciding with their bi-weekly pay periods, in the manner prescribed by the Administrative Accountant, subject to review & revision by the Management Committee and approval by the Minister.

12.1.1 Employees of the Corps employed by departments of Government or their branches, or by private organizations, shall be subsidized for room & board directly by the Corps, as per O. C. # 692/71.

12.1.2 Employees of the Corps employed on approved municipal projects shall be subsidized for room & board by the municipality in which they are working, as per O. C. # 692/71.

REIMBURSEMENT OF TRAVEL EXPENSES

13.1 Employees of the Alberta Ecology Corps subject to these procedures shall be reimbursed for their travel expenses to and from the job site at the end of the work season, as per O. C. # 692/71.

CONFIDENTIALITY

14.1 Any employee of the Alberta Ecology Corps subject to these procedures whether he has subscribed to the official oath included in the Public Service Act or not, who without due authority makes known or discloses any matter which comes to his knowledge by reason of his employment, shall be liable to suspension or dismissal.

INTERPRETATION

15.1 Where a dispute arises as to the application or intent of these procedures, the matter shall be referred to the Executive Director for submission to the Minister.

GOVERNMENT OF ALBERTA

Alberta Ecology Corps

APPLICATION FOR EMPLOYMENT

DO NOT WRITE HERE
DATE RECEIVED
CANDIDATE'S No.

IMPORTANT: PLEASE READ THIS FIRST —

1. For prompt consideration, this form must be filled in completely, accurately and legibly and certified as to being true and complete. Submit your application to the Alberta Ecology Corps, Financial Building, Edmonton, Alberta.

2. If you require additional space for any item, use a separate sheet of paper of similar size and attach it to this form.

3. After submitting an application, the applicant should refrain from making follow-up calls. You will be notified as soon as possible.

4. Please notify us of all changes of address. If you can't be reached at the addresses given, your application will be withdrawn.

LAST OR FAMILY NAME	FIRST AND OTHER NAMES
1. MR. MRS. MISS	2.
3. STUDENT ADDRESS STREET No. CITY	4. HOME ADDRESS STREET No. CITY

5. TELEPHONE 6. AGE 7. DATE OF BIRTH 8. HEIGHT 9. WEIGHT

10. CHECK ITEMS WHICH APPLY TO YOU: SINGLE ☐ MARRIED ☐ SEX M ☐ F ☐	11. IF YOU ARE A MARRIED WOMAN, GIVE MAIDEN NAME
12. HOW LONG HAVE YOU RESIDED IN ALBERTA?	13. HOW MANY CHILDREN DO YOU HAVE? HOW MANY PEOPLE DEPEND ON YOU FOR SUPPORT?

14. NAME OF POST-SECONDARY INSTITUTION THAT YOU WILL BE ATTENDING THIS FALL?
PROGRAM YEAR

15. EDUCATION	STARTED	LEFT	NAME & LOCATION	SUBJECTS SPECIALIZED IN	DEGREE OBTAINED
COLLEGE					
TECHNICAL SCHOOL					
UNIVERSITY					
POST GRADUATE COURSES					
PROFESSIONAL OR OTHER					

16. PREVIOUS EMPLOYMENT

SUMMER OR REGULAR OR CANADIAN ARMED SERVICES DATE

EMPLOYER	LOCATION	SALARY	FROM	TO

TYPE OF WORK

EMPLOYER	LOCATION	SALARY	FROM	TO

TYPE OF WORK

17. **REFERENCES**

NAME	ADDRESS	OCCUPATION	TELEPHONE	SIGNATURE OF REFERRER
1				
2.				

SIGNATURE OF REFERRER IS ADEQUATE. NO WRITTEN STATEMENT IS NECCESSARY.

18. WERE YOU EVER IN THE PROVINCIAL CIVIL SERVICE? YES ☐ NO ☐
IF YES, STATE DEPT., AND DATE OF LEAVING.

19. HAVE YOU EVER BEEN CONVICTED OF OFFENCES OTHER THAN MINOR TRAFFIC VIOLATIONS? YES ☐ NO ☐
IF SO, PLEASE GIVE DETAILS.

20 DO YOU HAVE A PREFERENCE FOR THE LOCATION OF YOUR JOB? YES ☐ NO ☐
IF YES, CHECK ONE OF THE BOXES BELOW.

URBAN ☐ EDMONTON
☐ CALGARY

RURAL ☐ SOUTHERN ALBERTA
☐ CENTRAL ALBERTA
☐ NORTHERN ALBERTA

21. WHAT IS THE GENERAL STATE OF YOUR HEALTH AT PRESENT?
PLEASE GIVE DETAILS ON ANY IMPAIRMENT OR PHYSICAL DEFECT
(IF ACCEPTED YOU WILL BE REQUIRED TO SUBMIT A MEDICAL STATEMENT BEFORE YOUR WORK ASSIGNMENT BEGINS).

. GIVE INFORMATION HERE ABOUT ANY SPECIAL SKILLS: MACHINES OR EQUIPMENT OPERATED: LICENSES HELD, ETC. (INCLUDE ARMED SERVICES TRAINING), AND ANY RELATED EXPERIENCES TO THIS POSITION, SUCH AS WORK WITH VOLUNTARY CONSERVATION OR ENVIRONMENTAL AGENCIES

2.

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief, and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or my appointment to a position cancelled.

..... (DATE)

..... (SIGNATURE OF APPLICANT)

COMMENTS:

MUNICIPALITY– _____

ALBERTA ECOLOGY CORPS CLAIM FORM

PROJECT DESCRIPTION _____

PERIOD FROM– _____ 197 TO _____ 197 _____ PROJECT NO. _____ CLAIM NO. _____

(1) NAME OF ALBERTA ECOLOGY CORPS MEMBER	(2) SOCIAL INSURANCE NUMBER	(3) TYPE OF WORK	(4) HOURS	(5) RATE OF PAY	(6) AMOUNT EARNED	DEDUCTIONS (7) C.P.P.	DEDUCTIONS (8) OTHER	(9) NET EARNINGS	LIVING ALLOWANCE ROOM AND BOARD (10) NO. OF DAYS	LIVING ALLOWANCE ROOM AND BOARD RATE	(12) LIVING ALLOWANCE	TOTAL PAID TO MEMBER FOR PERIOD CHEQUE NO.	TOTAL PAID TO MEMBER FOR PERIOD AMOUNT	(15) CERTIFICATE OF MEMBER	(16) ROOM AND BOARD PROVIDED	FOR OFFICE USE ONLY
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
TOTALS →																

I HEREBY CERTIFY THAT EACH ALBERTA ECOLOGY CORPS MEMBER WHOSE NAME APPEARS HEREON HAS WORKED OR BEEN AVAILABLE FOR WORK FOR THE NUMBER OF HOURS SET OPPOSITE HIS (OR HER) NAME.

_____
(FOREMAN OR TIMEKEEPER ETC.)

I HEREBY CERTIFY THAT WAGE AND LIVING ALLOWANCE PAYMENTS HAVE BEEN MADE AND ROOM AND BOARD SUPPLIED AS INDICATED ON THIS CLAIM FORM IN CONNECTION WITH ALBERTA ECOLOGY CORPS PROJECT NO. _____ AND THAT THESE PAYMENTS WERE IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT ENTERED INTO WITH THE ALBERTA ECOLOGY CORPS RELATING TO SUCH PROJECT.

_____
SECRETARY–TREASURER

CLAIM SUMMARY

A. GROSS WAGES–TOTAL AMOUNT EARNED	(6)	_____
B. CANADA PENSION PLAN–EMPLOYERS CONTRIBUTION	(7)	_____
C. LIVING ALLOWANCES PAID	(12)	_____
D. ROOM AND BOARD SUPPLIED FOR WHICH REIMBURSEMENT IS CLAIMED.	(16)	_____
TOTAL CLAIMED		$ _____

NOTE:

I WAGE PAYMENTS ARE TO BE CALCULATED AT $1.442 PER HOUR ON BASIS OF 40 HOURS PER WEEK. THIS IS EQUIVALENT TO RATE OF $250 PER MONTH AS AUTHORIZED BY THE ALBERTA ECOLOGY CORPS PROGRAM, 1971.

II LIVING ALLOWANCE PAYMENTS ARE TO BE PAID AT THE RATE OF $1.50 PER CALENDAR DAY WHEN HE (OR SHE) IS LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE OR $3.00 PER CALENDAR DAY WHEN HE (OR SHE) IS NOT LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE EXCEPT WHERE HE (OR SHE) IS BEING PROVIDED WITH ROOM AND BOARD AT THE SITE OF HIS (OR HER) EMPLOYMENT. THE COST OF ROOM AND BOARD WHEN PROVIDED SHALL BE REIMBURSED AT THE RATE OF $3.00 PER CALENDAR DAY PER MEMBER TO THE MUNICIPALITY PROVIDING SUCH ROOM AND BOARD.

III DEDUCTIONS, CANADA PENSION PLAN DEDUCTIONS WILL APPLY TO ALL MEMBERS. IN MOST INSTANCES IT IS ANTICIPATED THAT MEMBERS EARNINGS WILL NOT BE SUBJECT TO INCOME TAX AND THAT THIS WILL BE INDICATED ON THEIR T.D.1 FORMS. HOWEVER, IN THE EVENT THAT A MEMBER DECLARES THAT HE (OR SHE) WILL BE TAXABLE THE APPLICABLE AMOUNT OF INCOME TAX DEDUCTION BASED ON THE TOTAL OF "AMOUNT EARNED" AND "LIVING ALLOWANCE" OR "ROOM AND BOARD PROVIDED" WILL BE ENTERED IN THE DEDUCTION COLUMN HEADED "OTHER" AND IDENTIFIED BY THE LETTERS "T.". UNEMPLOYMENT INSURANCE AND WORKMEN'S COMPENSATION DEDUCTIONS AND PAYMENTS DO NOT APPLY TO ALBERTA ECOLOGY CORPS MEMBERS. MEMBERS AS EMPLOYEES OF THE PROVINCE ARE AUTOMATICALLY COVERED FOR WORKMEN'S COMPENSATION.

SUBMIT TO–ALBERTA ECOLOGY CORPS, ROOM 415, NATURAL RESOURCES BUILDING, 109 STREET & 99 AVENUE, EDMONTON, ALBERTA

D.P.C.

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

March 31, 1971

TO ALL APPLICANTS:

Thank you for your inquiry regarding the Alberta Ecology Corps. This program was established both to provide long-term recreation, conservation and environmental improvements and to create opportunities for students to obtain meaningful summer employment. Ecology Corps projects are not 'make work' projects, but are designed to be of long-term benefit. Planned projects include the development of four new provincial parks, the building and improvement of numerous campsites, reforestation, municipal parks development, landscaping, development of hiking trails, and similar programs.

In order to maintain equity in selection, we are asking that you complete the enclosed Application Form and return it postmarked not later than April 10, 1971.

SALARY

Each Corps member, regardless of work assignment or sex, will receive a monthly salary of $250, plus free room and board at the work site. The salary was established following discussions between government and student leaders, who overwhelmingly supported a rate which would satisfy student assistance requirements, as well as provide a maximum number of jobs.

JOB LOCATIONS

Job sites will be spread throughout the province, in both rural and urban settings. Applicants are asked to express location preferences, but because of the need for equity in the selection process and the problems of job-site logistics, no applicant will be assured of assignment to a preferred locale.

HEALTH

Prior to beginning service, each applicant selected for the Corps must provide a doctor's certificate stating that the applicant's health is sufficient for general outdoor labour.

ELIGIBILITY CRITERIA

- a full-time, post-secondary student during the 1971/72 term
- 18 years of age
- free to begin assignment within one week of the close of your current school term (technical school students have a longer school year than college students)
- a resident of Alberta, which includes students registered in school in Alberta during the 1970/71 term or students registered in post-secondary schools outside of Alberta who are legal residents of Alberta
- eligible to work in Canada (please indicate in the "Comment" section of the Application Form if you are a landed immigrant or visitor holding a work permit)

NOTIFICATION

Application processing may require two weeks. All applicants will be notified of results either by registered letter or telephone.

INQUIRIES

General telephone inquiries can be directed to 423-3267, Edmonton. For specific personnel questions, request Mr. L. G. deVore, Personnel Director, Alberta Ecology Corps.

Thank you for your co-operation. We look forward to receiving your application.

C.2 RECOMMENDED IMPROVEMENTS WITHIN THE FLOW PLAN

Eligibility List

1. Separate - Male - Female
   - Project Preference or
   - Census Divisions
2. Begin list at beginning of the year.

Employee Number System

This system should be continued but with some modification. It is hoped that the program will be underway long before the dead-line for applications, and as a result all applications can be coded immediately. The following should be considered, however:

1. In the event that the municipalities have the responsibility of hiring their own personnel, the coding system should be such that it can be used within municipality procedures.
2. Employee numbers used by the Corps should be used by all departments so as to keep up the purpose of identification.
3. Students should be made aware of their own employee number and use the number on all correspondence within the Corps jurisdiction.

Inventory Card System

1. Printed cards
2. Change of order of information as below:

   Name (Mr.) (Miss) (Mrs.) _____

   Permanent Address _____

   Telephone No. _____

   Birth Date _____ Age _____

   Employee No. _____

   Location of Assignment _____

   Date Received _____

   Accepted Offer _____

   Accepted Assignment _____

   Name and Address of Next of Kin _____
3. Stamps:

   Cancelled

   Ineligible

   Disciplinary Action
4. Coloured cards to distinguish males and females.

SUGGESTED FLOW PLAN

a) Check application to ensure applicant meets all requirements.
b) Type inventory card and record on card that person is eligible.
c) If ineligible, stamp and place in central file
d) Determine census division number and put on file
e) Determine preferences, screen application. Place applicant in appropriate eligibility file under census division, according to date available (Parks, Forest Crews, Government Depts., Municipalities)
f) Send offer letter and appropriate yellow "accept" or "do not accept" card.
g) Upon receipt of card, type in date applicant accepted and place in appropriate location preference file (as above)
h) Send assignment letters plus white (colored) accept or do not accept assignment card, and place in appropriate assignment file.
i) In the event applicant does not accept either offer or assignment, stamp with "cancel" stamp and put in central file (Type location assigned in appropriate place)
j) Record date applicant accepts employment in appropriate place on front and put date to report. Type in location of assignment in upper corner.
k) Any further correspondence should be recorded on back of card.

SUGGESTED APPLICATION FORM CHANGES

The office staff felt the following changes should be made in the Alberta Ecology Corps Application.

1. More space allocated for the transmittal. During the 1971 season we were forced to attach a separate sheet for this purpose, which did not prove satisfactory.
2. Replace "student address" with "permanent address". In several instances applicants neglected to put home address, and it was impossible to contact them at their student address. Also we had difficulty deciding which of the two addresses the student wished to be contacted.
3. A space should be provided for Name and Address of Next of Kin. It was to be written on the students file card, but was not indicated on the application. This is necessary in cases where parents are to be contacted, and needless time is lost without this information.

4. Post-secondary changed to educational as many do not understand the meaning of post-secondary. Also, grade 12 is considered by the Corps as being post-secondary, but in actuality it is not.
5. What applicants were to put under "year" was misleading as evidenced by the occasional "1971-72" entry. This should be replaced by "last year completed Grade 11, 12, 1, 2, 3, 4". This will give us some indication of the year the applicant is entering.
6. Section 14 should be placed in a more conspicuous location on the application, possibly after part 15 "Education".
7. A place for High School Education should be included.
8. "Date of Availability" should be placed after the education section. This information can help staff in placement of applicant and also in notifying employer when applicant will commence work.
9. No. 16 "Previous Employment" should not necessarily have any specification - any employment should be listed.
10. In Section 20, the word "one" should be underlined, several persons checked two or more preferences.
11. Section 22 - typing speed and driver's license should be included under Special Skills.
12. "Do you have a work permit?" Asking this will save a great deal of trouble insofar as assigning students without a permit goes.
    See Appendix 16.

Appendix 16

GOVERNMENT OF ALBERTA

Alberta Ecology Corps

APPLICATION FOR EMPLOYMENT

DO NOT WRITE HERE
DATE RECEIVED
CANDIDATE'S No.

IMPORTANT: PLEASE READ THIS FIRST —

1. For prompt consideration, this form must be filled in completely, accurately and legibly and certified as to being true and complete. Submit your application to the Alberta Ecology Corps, Financial Building, Edmonton, Alberta.

2. If you require additional space for any item, use a separate sheet of paper of similar size and attach it to this form.

3. After submitting an application, the applicant should refrain from making follow-up calls. You will be notified as soon as possible.

4. Please notify us of all changes of address. If you can't be reached at the addresses given, your application will be withdrawn.

LAST OR FAMILY NAME	FIRST AND OTHER NAMES
1. MR MRS MISS	2.
3 ~~STUDENT ADDRESS~~ Permanent address STREET No CITY Telephone	4 ~~HOME ADDRESS~~ Name and Address of Next of Kin STREET No CITY Telephone

5 TELEPHONE 6. AGE 7. DATE OF BIRTH 8. HEIGHT 9 WEIGHT

10 CHECK ITEMS WHICH APPLY TO YOU: SINGLE ☐ MARRIED ☐ SEX M ☐ F ☐	11 IF YOU ARE A MARRIED WOMAN, GIVE MAIDEN NAME
12 HOW LONG HAVE YOU RESIDED IN ALBERTA?	13. HOW MANY CHILDREN DO YOU HAVE? HOW MANY PEOPLE DEPEND ON YOU FOR SUPPORT?

14. NAME OF ~~POST SECONDARY~~ educational INSTITUTION THAT YOU WILL BE ATTENDING THIS FALL?
PROGRAM (This section to be placed after education) YEAR last completed gr. 11, 12 1, 2, 3, 4,

15 EDUCATION	STARTED	LEFT	NAME & LOCATION	SUBJECTS SPECIALIZED IN	DEGREE OBTAINED
COLLEGE					
TECHNICAL SCHOOL					
UNIVERSITY					
POST GRADUATE COURSES					
PROFESSIONAL OR OTHER High School					

Date of Availability _____

16 PREVIOUS EMPLOYMENT

~~SUMMER OR REGULAR OR CANADIAN ARMED SERVICES~~ DATE

EMPLOYER	LOCATION	SALARY	FROM	TO

TYPE OF WORK

EMPLOYER	LOCATION	SALARY	FROM	TO

TYPE OF WORK

7. **REFERENCES**

NAME	ADDRESS	OCCUPATION	TELEPHONE	SIGNATURE OF REFERRER
1				
2.				

SIGNATURE OF REFERRER IS ADEQUATE NO WRITTEN STATEMENT IS NECCESSARY.

8 WERE YOU EVER IN THE PROVINCIAL CIVIL SERVICE? YES [] NO ☐
IF YES STATE DEPT AND DATE OF LEAVING

9 HAVE YOU EVER BEEN CONVICTED OF OFFENCES OTHER THAN MINOR TRAFFIC VIOLATIONS? YES [] NO ☐
IF SO PLEASE GIVE DETAILS

0 DO YOU HAVE A PREFERENCE FOR THE LOCATION OF YOUR JOB? YES ☐ NO ☐
IF YES CHECK ONE OF THE BOXES BELOW

URBAN EDMONTON
CALGARY

RURAL [] SOUTHERN ALBERTA
[] CENTRAL ALBERTA
☐ NORTHERN ALBERTA

1 WHAT IS THE GENERAL STATE OF YOUR HEALTH AT PRESENT?
PLEASE GIVE DETAILS ON ANY IMPAIRMENT OR PHYSICAL DEFECT
F ACCEPTED YOU WILL BE REQUIRED TO SUBMIT A MEDICAL STATEMENT BEFORE YOUR WORK ASSIGNMENT BEGINS)

Typing

GIVE INFORMATION HERE ABOUT ANY SPECIAL SKILLS: MACHINES OR EQUIPMENT OPERATED: LICENSES HELD, ETC. (INCLUDE ARMED SERVICES TRAINING) AND ANY RELATED EXPERIENCES TO THIS POSITION, SUCH AS WORK WITH VOLUNTARY CONSERVATION OR ENVIRONMENTAL AGENCIES

Typing speed

Driving license

Do you have a work permit

DECLARATION

I certify that the statements made by me in this application are true and complete to the best of my knowledge and belief, and are made in good faith. I understand that if any of these statements are untrue, this application may be rejected or my appointment to a position cancelled.

..... (DATE)

..... (SIGNATURE OF APPLICANT)

COMMENTS:

SECTION III

EXPENDITURE SUMMARY BY PROJECT

PART III EXPENDITURE SUMMARY BY PROJECT

The finalization of the accounting on the program will not be complete until December. As soon as it is completed, an insert will be issued to all those who received reports.

ALBERTA ECOLOGY CORPS - 1971-72

ESTIMATED EXPENDITURE AS AT SEPTEMBER 27, 1971

$2,000,000 AS AUTHORIZED BY O.C. 689/71

FOR EMPLOYMENT PROGRAMS FOR ECOLOGICAL AND ENVIRONMENTAL IMPROVEMENT

PROJECT NAMES	AMOUNT APPROPRIATED	ESTIMATED EXPENDITURE	BALANCE
Taxing Authorities	$936,845.00	$543,952.15	$392,892.85
Department of the Environment	32,809.00	13,819.42	18,989.58
Department of Agriculture	74,800.00	51,528.46	23,271.54
Department of Social Development	43,520.00	26,074.47	17,445.53
Department of Municipal Affairs	11,935.00	10,984.51	950.49
Department of Industry & Tourism	154,200.00	131,494.00	22,706.00
Department of Lands & Forests:			
Forestry	202,575.00	130,103.41	72,471.59
Parks	86,675.00	61,532.56	25,142.44
Fish & Wildlife	108,541.00	84,823.38	23,717.62
Control	348,100.00		348,100.00
TOTALS	$2,000,000.00	$1,054,312.36	$945,687.64

$820,000 AS AUTHORIZED BY O.C. 689/71

FOR DEVELOPMENT AND IMPROVEMENT OF PROVINCIAL PARKS AND FORESTS

PROJECT NAMES	AMOUNT APPROPRIATED	ESTIMATED EXPENDITURE	BALANCE
Forestry Division	$460,000.00	$386,471.07	$73,528.93
Provincial Parks Division	310,000.00	307,951.25	2,048.75
Fish & Wildlife Division	50,000.00	41,493.36	8,506.64
TOTALS	$820,000.00	$735,915.68	$ 84,084.32

NOTE: It is estimated that further expenditures to March 31, 1972, should not exceed $100,000.

SECTION IV

RECOMMENDATIONS TO IMPROVE THE ALBERTA ECOLOGY CORPS

A. CHANGE OF NAME

B. UPDATE STARTING DATE

C. SALARY AND ROOM & BOARD ALLOWANCES

D. SYSTEM OF LOCAL GOVERNMENT PROJECT APPLICATION

E. DISTRIBUTION OF POLICY HANDBOOK

F. SUPERVISORS ALLOWANCE

G. SCOPE OF THE CORPS BROADENED

H. GENERAL MEETINGS

RECOMMENDATIONS TO IMPROVE THE ALBERTA ECOLOGY CORPS

This section covers the major recommendations that, if implemented, will improve the operation of the program. For a first attempt the program was a success but improvements are needed to make the program even more effective.

A. CHANGE OF NAME

The title of the program, The Alberta Ecology Corps, has proven to be a poor choice. The name should be changed from the Alberta Ecology Corps to the Alberta Student Employment Corps. Students and project supervisors alike have requested the title change. The reason being that the main aim of this program was to stimulate student employment and secondly to improve the environment of the province.

Through the course of the summer we have found it very difficult to keep all employees gainfully employed on projects which are directly related to the ecological standards. For example, in the month of June this year the province as a whole experienced a very wet weather pattern and outside work was impossible or at least very difficult. In order to keep the students active, indoor work was scheduled and most of this was not of an ecological nature. Also the local governments were not prepared for the students, therefore supplies and equipment were not always available to complete or start ecology work or in many cases the local governments were unable to estimate just how much work the students were capable of completing and as a result the projects were completed well ahead of schedule leaving the students with no ecological work. The Corps allowed local governments to keep the students active on other projects rather than lay the students off. The aim of the program should be the student employment incentive foremost with secondary aims.

B. UPDATE STARTING DATE

The starting date should be set as soon as possible (by the end of November 1971). In order to organize and improve the program a reasonable amount of planning must be done. Planning at the Provincial Government level, the Local Government level, the Corps Administration and last but not least the individual student level. Screening of applications for

4) A list of students which would be willing to comply with the corps regulations, qualify under the corps standards and are approved by the project supervisor.

The application of the projects would be approved under the above conditions and if any of the stated conditions are violated the program could be cancelled by an officer of the Corps.

E. DISTRIBUTION OF POLICY HANDBOOK

The policy handbook would be an aid to all students and supervisors in that all major policies and regulations would be defined. With this information at hand discussions will be made, for the most part, at the field level rather than through the corps office.

The major policies which should be clearly defined by the Management Committee would be as discussed in Section IV, Outline A - 3.

F. SUPERVISORS ALLOWANCE

If requested by the project applicant, a supervisor may be supplied by the Corps. Wages of such a supervisor would be governed by duties and responsibilities of the position.

The project application may also request a subsidiary allowance to assist in supplying a local supervisor. This subsidy could be paid to a project in the form of a percentage grant over and above the applicants allowance.

Proper supervision on the job site was one of the major weak points in this years operation. In order to receive value for the money spent, proper supervision must be supplied.

G. SCOPE OF THE CORPS BROADENED

As stated in recommendation 'A', if the name of the program is changed the entire concept of the program would be altered. The ecology aspect is very difficult to adhere to since the main objective of the program should be to stimulate student employment and have secondary objectives.

I feel that the onus should be on the project applicant to, wherever possible, keep the ecology of the province uppermost in the objective of his work load assignments.

Projects which are not ecologically oriented but are important to the province should also be evaluated. For example the project carried out by

SECTION V

PROPOSED OPERATIONAL PLAN FOR 1972

A. ADMINISTRATION

1. Management Committee Organization
2. Corps Office Organization
3. Policy Circular Outline

B. STUDENT POSITIONS

1. Stage System

C. PROJECT GUIDELINES

1. Corps Objectives
2. Policy as to Projects Approved

D. PROJECT APPLICATION FORMS

1. Local Government
2. Provincial Departments

E. ESTIMATED COST OF THE PROGRAM

the Department of Health & Social Development proved very worthwhile not only to the students employed but to the departmental personnel and general public alike. The Department of Industry & Tourism project has fared as well and yet is not in the original ecological objectives.

Besides these major projects noted, in all projects there is almost always a period of time when ecological work is stopped due to the bad weather, early completion of projects, lack of supplies and materials or breakdown of equipment. With this in mind there is no reason why the project scope could not be broadened to take in worthwhile projects not included in the ecological keynote.

H. GENERAL MEETINGS

Once the program continuation is confirmed, meetings with the following should be arranged in order to obtain feelings and thoughts from those who will actively be involved in the program.

1) Labour Unions
2) Students (as many as possible)
    a) Universities
    b) Technical Schools
    c) Colleges
    d) High Schools
3) Local Governments
4) Provincial Departments
5) Opportunities for Youth Programs

Throughout this report recommended changes are noted. The foregoing recommendations are the major ones which should receive the attention of the Management Committee if the project is continued.

A. ADMINISTRATION

1. Management Committee Organization

The management committee system used this past season should definitely be continued if the corps is continued. The committee should meet on an as needed basis to set up policy and objectives, such as, student standards, project standards and corps objections. Meeting midway through the program, and at the program's conclusion would be in order as an evaluation of the program's progress. See organizational chart - Appendix No. 17.

2. Corps Office

The administration of the program would fall on the Corps Director under supervision by the Deputy Minister in whose department the program is controlled. The corps administration staff would in turn work with liaison representatives from each department or department branch. Meetings within this framework would be and should be more frequent than that of the management committee. Control of the corps would be relatively smoother than this year. See Corps Organizational Chart - Appendix No.18.

3. Policy Circular Outline

A policy circular should be drafted and supplied to all Ecology Corps Project Supervisors. Policy in regard to the following should be listed and explained in detail so that decisions can, for the most part be made at the crew level.

1. Wages
    a. Corps members
    b. Support staff - cooks
    c. Support staff - supervisors (where applicable)

2. Room and board
3. Hours of work
4. Paid holidays
5. Periods of work
6. Travel allowance for members to and from assigned areas
7. Sick leave
8. Holiday pay
9. Accidents
   a. on the job
   b. off hours
10. Transfers
11. Disciplinary action resulting in
    a. Dismissal
    b. Transfers
    c. Suspension without pay
    d. Suspension with pay
12. Policy as to benefits regarding wet weather conditions or adverse weather conditions.

MINISTER

M. C. M. M. C. M. M. C. M.

M. C. M.

M. C. M. M. C. M.

CORPS DIRECTOR

STAFFING OFFICER

CORPS OFFICER CORPS OFFICER CORPS OFFICER

LIAISON LIAISON LIAISON

Agr.-H&S.D.-I&T-ENV. Parks-Forest.-F.&W.-Pub. Cities-Town-M.D.'s

Legend

M.C.M.	-	Management Committee Member
Agr.	-	Agriculture
H&S.D.	-	Health & Social Development
ENV.	-	Environment
Forest.	-	Forestry
F&W.	-	Fish & Wildlife
Pub.		Publicity
M.D.'s	-	Municipal Districts

ORGANIZATION OF THE ALBERTA ECOLOGY CORPS

A year round staff of five to organize and administrate the Corps. This staff could be used as a Special Projects branch to carry out additional projects in the off season. The remaining staff would be on a "as needed" basis and would be employed to a maximum of 6 months.

In the event that the program should continue under the direction of the Department of Lands and Forests, it will be necessary to increase the staff in the Lands and Forests Accounting branch as well. Mr. McCallum, Administrative Accountant, would make recommendations as to staff requirements if this should be the case.

DIRECTOR

STAFFING OFFICER

STENO IV

* CLERK III		CLERK IV		* CLERK III
* CLK TYPIST		STENO III		* CLK TYPIST
* CLK TYPIST	*CLK TYPIST	* CLK TYPIST	*CLK TYPIST	* CLK TYPIST

* Summer Staff only as needed

B. STUDENT POSITIONS

1. Stage System

The past season an attempt to establish a large number of positions (1300) to commence duties on one date proved to be very difficult to say the least. A more realistic approach to the situation would be to establish a given number of positions (1500) on three given dates. For example - if 500 positions were established on May 1st for University students, 500 positions on June 1st for Technical and College students, and 500 positions for High School or anyone in post-secondary education on July 1st, the administration and implementation of such a program would not only be practical but also just.

The figures mentioned (500) are or should not be adhered to the letter but arranged to fit the project applications submitted and the number of student applications received. The arrangement of student numbers would not only allow the administration to distribute positions to students from all post-secondary organizations but also allow the adjustment of positions in the event that economy should increase. This would allow University students, who enter the labour field first, the best chance of finding employment. If the University students are successful in finding employment outside the Corps, then a larger percentage of positions can be allotted to Technical, College and High School students who enter the labour field much later.

The program objectives this year were surpassed in that over 1700 students were employed rather than the 1300 students which was the original objective. Although 1707 student positions were created, a full slate of staff filling these positions was never reached. Reasons for this were: 1) wages were low; 2) students were misled by the catchy title "Ecology Corps" and became disenchanted when they found there was a good deal of hard, dirty, physical labour involved; and 3) the administration at the Corps office was unable to cope with the unsuspected heavy rejection of the program in the early stages.

If the proposed stage employment system was implemented the student placement would be spread out over two months. This would allow time to screen students to a suitable standard and allow the administration to inform students as to exactly what they would be doing, a job description. Any, or at least the largest amount of student rejections would come before the students hit the job-sites.

The proposed addition to the project applications allowing project supervisors to recommend students would also help. Students would be screened in this stage by the people they would be working for. The onus then would fall on the students and project supervisors alike in the capacity of employee - employer relations. All such students who were recommended by project supervisors would be subject to Corps approval before employment commenced.

C. PROJECT GUIDELINES

1. Corps Objectives

Government bodies, local or provincial, must submit a proposed project to the Director of the Corps by a specified date. Information advising the local government or provincial department about the program will include the following:

1) Objectives of the Corps are:
   a) to stimulate student employment
   b) maintain and improve the environment of Alberta
   c) perform duties or tasks for Government that would not normally be carried out due to shortage of funds.

2. Policy as to Approval of Projects

a) The employment of Corps students must not jeopardize the jobs of anyone else.

b) Preference will be given to project applications which are in the Conservation - Environment field.

c) All proposed project applications must (if at all possible) provide plans of an indoor type for periods of inclement weather. For example; local governments - maintenance to arenas - recreation facilities in a community. Provincial departments - construction of picnic tables - maintenance to buildings - peeling of posts under shelter, etc.

D. PROJECT APPLICATION FORMS

1. Local Governments

All local government in Alberta will be eligible to make application to the Corps for project approval. The application form proposed is enclosed Appendix No. 19.

2. Departmental Applications

All provincial department branches must make application to the Director of the Corps through the office of their respective Deputy Ministers or appointed representative. The proposed applications will be approved on the basis of compatability to the objectives of the Corps. When making application, departments should endeavour to utilize as much departmental equipment as possible, thus minimizing the overhead cost of the program. Materials and supplies purchased in 1971 should be available and utilized. The enclosed application form should be used in submitting application to the Corps, Appendix No. 20.

Appendix # 19

Project No._____

GOVERNMENT OF ALBERTA

Alberta Student Employment Corps

(Local Governments)

---

1. MUNICIPALITY _____

ADDRESS _____

---

2. PRIMARY PROJECT OUTLINE:

_____

_____

---

3. SECONDARY PROJECT OUTLINE (Indoor -- Inclement weather)

_____

---

4. EMPLOYMENT PERIOD DESIRED

( ) May 1 -- September 1

( ) June 1 -- September 1

( ) July 1 -- September 1

---

5. NUMBER OF PERSONS TO BE EMPLOYED

MALE _____ FEMALE _____

6. PROJECT SUPERVISOR
Name:
Address:
Ph.No:

---

7. COST OF MATERIALS (to be supplied by municipalities)

8. SALARY AND ROOM & BOARD COST (To be supplied by Corps)

LIVING ACCOMMODATIONS AVAILABLE

YES ( )

NO ( )

10.

11. RECOMMENDED STUDENTS:

NAME	DATE OF BIRTH	ADDRESS	PH.NO.	AVAILABILITY

12. STUDENTS MUST QUALIFY IN THAT:

A. STUDENTS ARE AVAILABLE FOR WORK AS PER THE PROGRAM OUTLINE.

May 1 -- September 1

June 1 -- September 1

July 1 -- September 1

B. QUALIFY UNDER THE EMPLOYMENT STANDARDS.

1. Age
2. Secondary education
3. Recommended suitable by Local Government
4. Medical from Doctor
5. Canadian citizen, landed immigrant or work permit.

C. IF THE CORPS, THROUGH THE SUMMER INSPECTIONS, FIND PROGRAMS WHICH DO NOT LIVE UP TO THE STANDARDS OUTLINED, THE PROGRAMS ARE SUBJECT TO CANCELLATION BY THE MINISTER _____.

N.B.

SIGNATURE
LOCAL GOVERNMENT OFFICIAL

_____

APPLICATION APPROVED

_____ Corps Director

_____

MINISTER OF LANDS & FORESTS

Appendix No. 20

Project No. _____

GOVERNMENT OF ALBERTA

Alberta Student Employment Corps

(Government Departments)

---

1. GOVERNMENT DEPARTMENT _____

   BRANCH _____

   SPECIFIC LOCATION _____

---

2. PRIMARY PROJECT OUTLINE

   _____

   _____

---

3. SECONDARY PROJECT OUTLINE (indoor-- Inclement weather)if possible

   _____

---

4. EMPLOYMENT PERIOD DESIRED

   ( ) May 1 -- September 1

   ( ) June 1 -- September 1

   ( ) July 1 -- September 1

---

5. NUMBER OF PERSONS TO BE EMPLOYED (CREW MEMBERS ONLY)

   MALE _____ FEMALE _____

6. PROJECT SUPERVISOR
   Name:
   Address:
   Ph.No:

---

7. COOK

   Can be hired locally ( )
   Corps to supply ( )

8. LIVING ACCOMMODATIONS AVAILABLE

   YES ( ) NO ( )

   If Camp -- Tent or trailer

---

9. COST OF MATERIALS - TRANSPORTATION CAMPS COSTS ETC.

10. COST OF WAGES AND ROOM & BOARD

    WAGES _____

    ROOM & BOARD _____

Subject to the Programs approval

11. STUDENTS RECOMMENDED FOR THIS PROGRAMS:

NAME	DATE OF BIRTH	ADDRESS	PH.NO.	AVAILABILITY

12. STUDENTS MUST QUALIFY IN THAT:

A. STUDENTS ARE AVAILABLE FOR WORK AS PER THE PROGRAM OUTLINE.

May 1 -- September 1

June 1 -- September 1

July 1 -- September 1

B. QUALIFY UNDER THE EMPLOYMENT STANDARDS.

1. Age - 18 on or before starting date.
2. Secondary education- in and continuing
3. Recommended by project overseer.
4. Medical from Doctor.
5. Canadian citizen, landed immigrant or work permit.

N.B.

C. IF THE CORPS, THROUGH THE SUMMER INSPECTIONS, FIND PROGRAMS WHICH DO NOT LIVE UP TO THE STANDARDS OUTLINED, THE PROGRAMS ARE SUBJECT TO CANCELLATION BY THE MINISTER _____.

SIGNATURE
DEPARTMENT OFFICIAL

_____

APPLICATION APPROVED

_____ Corps Director

_____

MINISTER OF LANDS AND FORESTS

E. ESTIMATED COST OF THE PROGRAM

If the economy dictates a need to stimulate student employment, a sliding scale of from 500 - 700 student positions for the three employment periods would be a very good approach. The total number of students would be 1500 - 2250. If the program is limited to 1500 students with wages set at $285.00 per month, plus 6% holiday pay and room and board allowance, set at $90.00 per month, the cost would be $1.8 million and if the program should be expanded to cover the 2250 students, cost for wages, room and board, would be $2.73 million.

A total budget for a 1500 student program would have to be $2.8 million and a budget for 2250 students would be $3.5 million. Considering the transportation allowance, support staff, materials and supplies (for provincial government programs only) and camp rentals as well as equipment rentals, the estimate would also include costs for the administration of the program in the Corps office.

The amount of moneys required for equipment rentals and materials for capital expenditure is impossible to project at this time. Estimates from project applications would have to be used to determine this amount.

SECTION VI

SUMMARY AND CONCLUSION

A. SUMMARY OF PROJECT SUPERVISORS REPORTS - Provincial Departments

1. Department of Lands & Forests
   - a) Forestry - Bow River
     - Crowsnest
     - Edson
     - Grande Prairie
     - Lac La Biche
     - Peace River
     - Rocky Mountain House
     - Whitecourt
   - b) Provincial Parks
   - c) Fish & Wildlife
2. Department of Industry & Tourism
3. Department of Health & Social Development
4. Department of the Environment
5. Department of Agriculture

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

C. SUMMARY OF STUDENT QUESTIONNAIRS

1. Local Governments
2. Department of Lands & Forests
   - a) Forestry
   - b) Provincial Parks
   - c) Fish & Wildlife
3. Department of Industry & Tourism
4. Department of Health & Social Development
5. Department of the Environment
6. Department of Agriculture

D. CONCLUSION

SUMMARY AND CONCLUSION

In order to evaluate the program all project supervisors were requested to prepare a brief report on the Corps Program under their supervisors. (See Appendix No. 21 - Report Request) Summaries of these reports are included. For the most part all reports have indicated that the program should be continued.

A. SUMMARY OF PROJECT SUPERVISORS REPORTS - Provincial Departments

Indications are that all departments except for Lands & Forests endorsed the program one hundred percent and would like to see it continued. The Lands and Forests objections came from the Forestry Branch where two forests, out of the eight which participated, did not agree with the program.

1. Department of Lands & Forests - Forestry

BOW RIVER FOREST

Problems - Students reported all day long on the date they were to report resulting in numerous trips to pick them up and wastage of food prepared in camp for the supposed extra crew members.

- Very high turnover of A.E.C. members due to lack of responsibility and low wages paid them. Many complaints of poor living facilities.

- Crews in the bush had trouble commuting to and from main centres on days off.

- The breakdown of trucks, as transportation, resulted in a delay of work while waiting for parts and repairs.

Recommendations - Foremen should be trained ahead of time and recruits should be more suitably briefed.

- Many forest supervisors suggested 8 - 10 hour working days, with 6 days off at a time. Students could return home for a brief holiday and this would give them more time to themselves.

- Regional Ecology Corps offices should be set up so that students need not be sent across the province for employment.

- There should be a varied range of tasks and locations to keep up interest and morale within the crews.

Comments - Program should definitely be continued next season in an amended form. Despite the haste with which the program was set up it appeared quite effective.

- The positive effects of the program far out-stripped the faults.

- Most problems were avoided by handling the crew with due consideration of its constitution. "There is little frustration in riding a slow horse if one is not in a hurry."

- There was some suggestion as to hiring female planting crews.

CROWSNEST FOREST

Problems - Considerably more supervision was required to keep the crews productive since their attitude and ability were inferior.

- The setting up of crews to handle certain tasks, e.g. recreation crew & management crew etc, although unworkable in the field in my opinion was poorly conceived, due probably to each branch endeavoring to get as much cheap labour as they could from the program. This resulted in the crews believing that other crews had the better work to do and dissatisfaction resulted.

- There was too much administrative attention given to the Corps, probably more than all other wage labour activities in the service and the educated university student is quick to interpret this as having political overtones far beyond intent.

Recommendations - The Corps as much as be terminated.

- That money be made available from a special fund set aside in the estimates for hiring labourers to do well defined and essential jobs during the summer.

- The administration of such funds and the procedure of hiring and the supervision of the workers be handled by the forest in the same manner, and at the same rates as any other wage employee employed by the government.

- That restrictions as to the class, type, or physical acceptability of a prospective employee be the sole responsibility of personnel at forest level.

Comments - The program was too quickly conceived resulting in rushed planning, belated instructions and a skeptical approach on behalf of student employees.

- Although the purpose of the formation of the Corps was finally spelled out, every evidence of a give-away program existed which was immediately interpreted as such by the employees.

EDSON FOREST

Problems - The more experienced, better workers on the crew invariably found better work elsewhere, as a result quality of the work deteriorated toward the end of the period.

- Due to the type of work which was generally considered by crew members to be menial, there was a high turnover of personnel.

- Troublemakers among the crew influenced the better workers and reduced the quantity of work completed.

- Too many crew members had no outdoors experience, placing excessive responsibility on the shoulders of the supervisors.

- Insufficient warning received before the arrival of the crew to allow for the location of alternative areas of work and campsites in the event of bad weather.

- Supervisors of poor quality.

Recommendations - Screening of crew members to provide better experienced outdoor types for bush projects.

- Provision for crew foremen, cooks, out of Ecology Corps funds and hiring of these through Central Personnel.

Comments - The program should be continued but on a more optional basis. Rather than notifying a supervisor he has a crew and should find work for it, he should find sufficient work then request a crew. A great deal of time and money was wasted this year trying to provide work when due to weather, or other factors, there was none to be done.

GRANDE PRAIRIE FOREST

Problems - Unreasonable time for initial planning of projects and poor communications as to the original objectives and policies concerning those objectives between head office and the field.

- Incomplete crews were sent and they did not arrive on specific dates. A.E.C. members were showing up at all days of the week and all hours of the day. We only had complete crews for about one week out of the whole summer.

- High turnover of A.E.C. members when they were sent to the field. They really did not have any idea of what was to be expected of them.

- Plastic tents were not intended for extended periods of use and they did not hold up. Commitments for trailer facilities had to be made before the total appropriations were known. Our own trailers were inadequate for more than a five man crew and the $2.00

per manday was inadequate to rent the necessary trailer facilities. As it turned out, we had a surplus of funds but only because we rarely had complete crews.

- The foremen could not be appointed from crew members as they were neither qualified nor paid enough.

- Boredom and dissension among crew members from doing monotonous non-thinking type of work for extended periods of time, also because some were not suited to the type of work.

- Personnel who were sent out to do office work were not qualified, i.e. could not type, no accounting experience, no experience with maps and complete lack of basic mathematical knowledge.

- Some of the personnel had the impression that this was only a welfare program and showed resentment when they were required to do physical labour.

Recommendations - An orientation, training and screening and placement program of at least one week's duration held in a central location. This would eliminate the casual problems of incomplete crews, high turnover of manpower, and inefficient work due to disinterest.

- Sufficient appropriation to purchase or rent adequate cooking and washing facilities for all field crews. The type of equipment for all field crews should be uniform throughout the province. Scrounging of equipment is not the answer.

- Cooks and foremen must be well qualified and receive a salary commensurate with the services they are asked to render. They can be hired centrally or locally but should have specific qualifications to be approved by a central authority.

- Projects and appropriations should be set up specifically for hire of university, technical schools and high school students and the timing set such that it coincides with their release from their respective institutions. The real employment problem lies with high school students who are unable to obtain jobs because of flooding of the labour market by university and technical students and lack of any specialized training.

- There should be a differentiation in rate of pay for different jobs. This rating should be based on technical and physical requirements necessary to accomplish the job.

Comments - It is my opinion that the Ecology Corps program should be

continued and would be a more efficient program with immeasurable educational and psychological value in addition to the financial value to the students if the above changes were made. I realize that some of them are major and costly, but feel they are necessary in order to achieve worthwhile objectives.

LAC LA BICHE FOREST

Problems - Difficulty was encountered in keeping the students interested in their work for more than short periods of time, it being necessary to change the type of work being done frequently to hold their attention.

- Much damage and expense was encountered in connection with the equipment used, time involved did not allow for proper training, and they were not generally interested in such accomplishments.

- Difficulty in transporting students to and from camp because the project was some 80 miles from the end of normal transportation.

- Confusion over pay periods - should it be possible to pay once a month as is done with salary staff, it would help.

- Some students of well to do parents joined the corps to avoid unpleasant situations at home. Some returned home after a short stay, and some had no intentions of saving their money for furthering their education.

- Of a total of 23 students to report for employment, 10 did not report, 7 stayed to termination of program and 5 lost time because of illness or injury.

Recommendations - The program be continued next year in an amended form to coincide with the aptitude and interests of the students, that competent supervisors be on monthly salary, not by the hour, and that these be provided for well in advance.

Comments - The 2 girls appeared to be happy with their work and were of great help to those with whom they were working.

- A number of boys appeared to appreciate the opportunity, especially the cook who made a good reputation for himself as a cook

worked hard and was very conscientious.

PEACE RIVER FOREST

Problems - Appropriate vehicles were hard to find on short notice, vehicles rented were not satisfactory.

- Some confusion arose from time; members were hired on a monthly basis and paid hourly wages in two week periods; this caused confusion and some hard feelings at time.

Recommendations - More time to arrange for vehicles and accommodations.

- Crew should have one man in charge when formed and pay the foreman an increased wage for his additional responsibility.

Comment - Everyone connected with this particular crew was well satisfied with them, their work, enthusiasm and interest they displayed.

ROCKY MOUNTAIN HOUSE FOREST

Problems - Students indicated they had been informed of different working conditions and headquarters location than used in our Forest Program.

- It was felt quality of employees was somewhat lacking in enthusiasm as most of them felt the program was to keep them out of the cities during the summer. The majority of corps members exhibited a 'take it or leave it' attitude and as a result, it was hard to enforce disciplinary action when required.

- Considerable time was spent training employees with fundamental knowledge of camp living and tools.

Recommendations - The A.E.C. should be terminated - Should social pressures necessitate government employment of students for the forthcoming year, the following comments are noted:

(a) It is felt the program should be decentralized to the Department and Forestry level, thereby facilitating pre-organization and budgeting.

(b) Also, it is recommended that applicants are interviewed and subsequently screened before hiring.

WHITECOURT FOREST

Problems - When the crew arrived we had some access trouble due to heavy rains, and it took a week of the crew's time to fix up the road and washouts.

- There was a steady crew shortage problem. When the crew arrived it was short six men, and repeated requests to send replacements was unsuccessful. Their number continuously decreased until

August 22, when only 1 man returned to work. At this time further work was curtailed and the men were returned to their homes.

- The slow progress of the work was due to inadequate manpower, their inexperienced tool handling and possibly disinterest in the work, although the direct supervision of the crew foreman may have been a factor.

Recommendations - In future all applicants receive a detailed description of the job required before assignment to the forest.

Comments - There are opportunities to put crews of this nature to good use in the field of silviculture providing that problems of logistics and supervision can be overcome.

- We are willing to give further consideration to such projects in future years if the Alberta Ecology Corps program is to continue.

1. Department of Lands & Forests - Provincial Parks

Problems - The arrival of new members did not coincide with the beginning of the work period.

- Students were not given enough initial notification as to where they would be going and what they would be doing. Many were not prepared to be transported to the job-site the very first day.

- Better and less cramped quarters, in most cases, could have been provided.

- Chain of command was not presented to supervisors, and an orientation program was not established for supervisors. Also after about a month of work supervisors should be allowed to meet and discuss problems and exchange ideas.

- An alternative work schedule was not provided to keep the crew occupied during inclement weather.

- Duties of the cook were not specifically outlined. Rules as to who cleans the trailers and does the dishes should be laid down uniformly amoung the crews and adhered to.

Recommendations - This program should be organized much earlier in the year and ready to commence no later than April 30, 1972.

- A more thorough screening of students should take place. Many of the students hired this year had no intentions of going back to school this fall.

- The work scope of the program should be broadened to take in more than capital work projects.

- Room and board in a camp situation should be fully explained before students accept the positions.

- Wages should be raised to about $300.00 per month and rate differences should be allowed for different jobs done by Corps members. Cooks should be paid same or slightly higher wages than corpsmen.

- Cooks with at least a few years experience would be a real asset. There would be less food wasted and costs could be kept down in purchasing groceries and supplies. No crew member, without professional training, should be allowed to take over a cooks job.

- Tree planting crews in provincial parks should be more stable, and should be assigned to one position or place for not less than 10 working days. This would cut down on moving costs and food costs.

- Most crew members thought that an orientation program at the beginning of the work season would be helpful in that they would know more about what they were doing and why they were doing it.

- Middle aged married couple should be hired as cook and project supervisor.

- Female supervisors for female crews - Male supervisors for male crews.

- Supervisors should be: mature, experienced, understanding and have a good personality.

Comments - Effective changes were instituted by talking in group sessions about any problems or dislikes that occured on the job.

- "Taking into consideration the apparent success of this years program in spite of the fact that only a short time was allowed for the initial organization and implementation, I feel that it would certainly be advantageous to continue this program next year."

- Girls played a very important part in our maintainance program, and in some areas did a better job than the men.

- "The success of the program in it's first year should be sufficient evidence that it should be continued. The name of the program tends to be a bit confusing and misleading."

1. Department of Lands & Forests - Fish & Wildlife

Problems - Most of the students assigned did not arrive at all and some of the ones that did arrive did not come on the dates specified.

- Sufficient time was not provided to plan and budget programs properly.

- Lack of previous training and job indoctrination of students.

- Lack of proper equipment, especially a vehicle.

Recommendations - Regional employment offices should be set up so students could be placed within given areas.

- Wages and subsistence should be raised.

- Students should be more suitably screened and should be better matched to the jobs they will be doing.

- Students dealing directly with the public should be given employment 'only' with respectable appearance.

Comments - Ecology Corps sounded very much like a make-work program and is little better in principle than a form of student welfare.

- Such a program is very beneficial in that work was done that did not necessarily require full time or experienced personnel but had to be done.

- The system is strongly endorsed, a good deal of useful work was completed this year.

2. Department of Industry and Tourism

Problems - The employment of students with particular personalities was not possible through the Ecology Corps selection system.

- High staff turnover - roughly 60%.

- Wages and subsistence allowances were too low.

Recommendations - Department of Industry and Tourism should be given the opportunity to personally interview and assess the Ecology Corps employees suitability for the project.

- Higher wages and subsistence allowances should be paid.

- Medical certificates, if they are to serve any useful purpose, should be a true representation of each students' physical condition.

- A wage differential should be instituted indicating a difference in responsibilities.

Comments - "The Alberta Ecology Corps was an excellent opportunity to utilize our economy's manpower resources which would normally go unemployed."

- The majority of the students felt that the Ecology Corps summer employment program was of great benefit to them.

3. Department of Health and Social Development

Problems - Lack of communication between Corps and students in so

far as work assignments and what they involved was concerned.

- Slowness in arrival of paycheques.
- Unsuitable employees for work requirements.
- "We encountered a real problem in confidentiality."

Recommendations - Interest and education of student be the criteria for placement bearing in mind job function.

- Project supervisors be involved in selection of employees and agency be allowed to define its job responsibilities.
- Financial procedures involved be thoroughly reviewed, i.e. giving students transportation claim at the beginning of the year.
- Care be taken to ensure programs do not become make-work type of scheme.
- More time given to planning and earlier notice of arrival of students.

4. Department of the Environment

Problems - Late arrival of the first pay-cheques resulted in having to loan the one student I did have working some money to tide him over till pay day.

- Due to circumstances that the pay was very low, the people appointed to the Corps were not very happy, resulting in performance of work below average.

Recommendations - It would be much more suitable to have a student in science assigned to this department than one studying another field of endeavour.

- Wages should be increased.

Comments - The program should be continued under improved organizational conditions.

5. Department of Agriculture

Problems - Lack of consistent communication between Ecology Corps office and the project supervisors.

- Insufficient notice regarding the arrival of new staff.
- Lack of experience and background knowledge of the students in the area to which they were assigned.
- Lack of subsistence in so far as weekend or overnight projects were concerned, or in acquiring additional funds necessary to make the program work effectively.
- Salary was not the same as other employees engaged in similar areas of work. As a result one supervisor stated that he

felt the quality of work produced was not as satisfactory as he would have liked. If students were paid more, the projects would not likely receive the "misfits and leftovers".

Recommendations - Wages should be increased.

- Allow the project supervisors to hire their own staff.

- More effective screening techniques so as to match qualifications to project requirements.

- More notice given to supervisors so they can plan their program accordingly and more notice given to students so they can confirm that they will report as directed.

- Policies and procedures outlined clearly to supervisor and all forms of communication be clear and concise. Possibly some form of direct communication in the form of an informal meeting of supervisors and corps representatives prior to commencement of the project.

Comments - The program was profitable not only from the viewpoint of the students concerned but also from those for whom they were working.

- The program gave students the opportunity to gain experience in their study areas, or to gain a knowledge of some new aspect of agriculture. Besides this it offered them the opportunity to save enough money to enable them to continue their education.

- It was beneficial to the projects in that many of the projects completed by these people would not have been done under normal circumstances.

B. SUMMARY OF PROJECT SUPERVISORS REPORTS - Local Governments

A total of 896 student positions were created under the auspices of the Alberta Ecology Corps for local governments. A total of 182 local governments took part in the program averaging 4.7 students each. Requests were made to each project supervisor to submit a brief outline of work completed, problems encountered and recommendations as to the continuation of the program. The indications are that of a total of 99 reports received, 85% indicated that the program should continue, about 12% of the local governments were undecided as to whether or not the programs as such should continue and about 1% or one local government was against the continuation of the Alberta Ecology Corps.

Problems - Both supervision and wages were inadequate.

- Room and board arrangements were very poor.

Recommendations - The continuation of the program should be announced as soon as possible in order to have the local governments plan the projects accordingly.

- Screening of applicants so that home town students will have the opportunity of working in their own home town if they wish.

- All policy regulations should be forwarded to local governments beforehand so that the communication between the Alberta Ecology Corps and local governments can be minimized.

- Supervisors should be hired from the corps staff.

- A representative should be sent out at the start of the organization of the Corps to inform the municipal governments of what should be done by students and to be used as an aid in project planning and preparation.

C. SUMMARY OF STUDENT QUESTIONNAIRES

The questionnaire which was distributed to each student (see appendix # 22) proved to be an excellent means of receiving information and 'feedback' from the students. The students also indicated that they welcomed the opportunity to express themselves and the Questionnaire Summary (see appendix # 22) shows the feelings of the students towards the continuation of the program.

The questionnaires are summarized by Departments, but since over 650 questionnaires were returned, only the most prevalent comments and recommendations are noted below.

1. Local Governments - Complaints arising from the students working for local governments were i) the projects were not always ecological in nature, ii) the type of work one was to be doing was not outlined before arrival on the job-site and iii) the accommodations were not previously arranged in municipalities as students were led to believe. Students felt there should be a wage increase and more organization at the administrational levels. Some students preferred to live at home for economical reasons but most students wanted to be away for the summer and accepted the job with the Corps because it offered interesting outdoor employment.

2. Department of Lands & Forests

a) Forestry - The most noted problems were inadequate supervision, minimal financial gain and poor room and board accommodations in camp situations. Students suggested that improved wages and more meaning-

ful tasks would be an asset. The work they did should provide experience in their related fields if at all possible. The majority of students enjoyed being outdoors and away from home to gain new experiences and see the province.

b) Provincial Parks - Insufficient pay and overcrowded room and board arrangements were noted as problems with Provincial Parks assignments. Better organization at the management levels, better equipment and transportation and more regular paydays would rectify some of the problems. Students agreed that they liked to be away from home for the summer, they enjoyed the feeling of independence and getting away from city life.

c) Fish & Wildlife - Overcrowded facilities, insufficient pay, and no proper method of screening the applicants were the most prevalent problems listed with Fish & Wildlife employees. Again, students agreed that although you could save more money at home they preferred to be on their own.

3. Department of Industry & Tourism - Since students working with Industry & Tourism were living in places such as Banff and Jasper, their accommodations were very expensive and therefore students tended to overcrowd facilities in order to keep costs down. The students did feel that they had provided helpful services to tourists coming to Alberta.

4. Department of Health & Social Development - All the students working for this department thought the program should continue. They enjoyed working away from home, meeting new people and felt they were helping preserve the ecology.

5. Department of the Environment - Although most of the students working for the Department of the Environment felt better planning was needed at organizational levels they also felt that all proper equipment was provided and information about the job was always on hand. They considered the Corps to be a benefit to both the students and the Province.

6. Department of Agriculture - Students appreciated the financial help and experience they gained but thought the jobs they were offered should have been in fields more related to their studies. Again, the majority of students liked living away from home.

D. CONCLUSION

The Alberta Ecology Corps has proven to be a very worthwhile undertaking and all indications are, considering the economy and student employment situation, that a continuation of the program should be considered.

Corps objectives were surpassed in that 1707 student positions were created and an impressive amount of worthwhile work was accomplished. Project supervisors, students, local government officials, provincial department personnel and Corps administration have, with few exceptions endorsed the continuation of the program.

Due to the haphazard beginning of the program and the political atmosphere during the formative stages, the program received criticism from the general public and press. The public and press looked at the program as a vote getter and failed to see the objectives and potential of the program.

I am certain that with the experience gained this first season and the interest now shown in the program, it would be in the interest of the province to continue a student employment program.

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

July 27, 1971

All Alberta Ecology Corps Supervisors

At the completion of your program would you please provide a brief report of the Ecology Corps program under your supervision, including the following points:

(1) A description of work completed.

(2) An outline of problems encountered.

(3) Recommendations as to policy and procedure changes for improving the operation of the Corps.

(4) Your recommendations as to whether the program should be continued next year in an amended form or not at all.

(5) Any additional information you may add that will assist in evaluating the Corps operation.

Sincerely,

D. J. Chabillon

D. J. Chabillon
Staffing Officer

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

Dear Alberta Ecology Corps Members:

It was not possible to visit each project site during the course of the summer, but I found that members in the field, with whom I did visit, had problems of one form or another. I feel that our dealings with some problems has left us with a 'lopsided" view of the program and would like to obtain your view so that our recommendations to Government at summer's end will be of a more balanced and useful nature.

The objectives of this questionnaire are to:

(1) Evaluate the degree of success of the program.

(2) Obtain information from members to assist in improving the Corps

(3) Determine whether the Corps should be continued at all.

I hope that the questionnaire will help in obtaining information, feelings and suggestions from the field. If additional space is required when answering the questions, please feel free to add sheets to this questionnaire. Anything that you may have to offer will be beneficial in planning a more successful program in the future.

Sincerely,

D. J. Chabillon
Staffing Officer

L. G. de Vore
Executive Director

Project Name and Location _____

Period of Employment Began _____ Terminated _____

(1) What do you feel are the two main objectives of the Alberta Ecology Corps?

_____

_____

_____

(2) Do you feel that these objectives were fulfilled?

Yes _____ No _____ Undecided _____

Comments

(3) Would you accept employment with the Corps if it, or a program similar to it, continued next year?

Yes _____ No _____ Undecided _____

(4) If not, why not?

(5) Where do you feel improvement is needed?

(6) In your opinion, was the supervision at the job site satisfactory? (Please elaborate)

(7) Were your room and board accommodations satisfactory? _____
If not what improvement would you recommend?

(8) Would you prefer an assignment to a project in your home town area or do you prefer to be away from home? Why?

(9) Did you have application for employment with other firms when you were offered employment with the Corps? Yes _____ No _____

(10) Were you offered other employment anytime during the summer?

Yes _____ No _____

(11) If yes

(a) Did the other employment offer pay which was

____ higher than that of the Corps including room and board.

____ lower than that of the Corps including room and board.

____ about the same.

(b) Was your other employment offer made

____ before beginning with the Corps.

____ about the same time.

____ after beginning with the Corps.

(c) Why did you not accept your other employment offer?

(12) Would you like to see the Alberta Ecology Corps, or a similar organization continued next year? Why or Why not?

Date _____ Signature _____

ALBERTA ECOLOGY CORPS
STUDENT QUESTIONNAIRE SUMMARY

The following summary of student questionnaires will indicate the overwhelming endorsement of the program by the students.

Project Body	No. of Quest. Returned	No. of Quest. Recommending Cancellation	No. of Quest. Undecided	No. of Quest. Recommending Continuation	Percentage of Continuation
Local Governments	263	4	9	250	94.3%
Dept. of Health & Social Dev.	11	-	-	11	100.0%
Dept. of the Environment	5	-	-	5	100.0%
Industry & Tourism	72	2	8	62	86.1%
Agriculture	32	-	-	32	100.0%
Lands & Forest Forestry	129	4	8	117	90.7%
Parks	70	-	3	67	95.7%
Fish & Wildlife	23	-	3	20	86.9%
Questionnaires Received after Summary was completed	43	-	-	43	100.0%
TOTAL RECEIVED	648				

Overall percentage of Cancellation 1.5%
Undecided 4.8%
Continuation 93.6%

Of all students employed only 37.9% submitted a completed Questionnaire.

Census Division Breakdown

It is apparent that the majority of persons receiving positions with the Corps were from Census Division 11 - Edmonton area. As a result nearly all other divisions showed significantly lower employment rates than was actually anticipated. The most significant difference is in Census Division 6 - Calgary; 26 percent should have been employed from this area, whereas only 12.6 percent were. Divisions 2, 8, and 10 showed higher rates of employment than was anticipated due to the following reasons:

(1) Publicity

Most of the publicity the Corps received was in the Edmonton area, therefore it is only logical that students from this area would be more informed about the Corps than would students from other areas. Many of those employed from outside Edmonton would not have been so had we not requested applications from Manpower Centres throughout Alberta.

The proximity of areas in Divisions 8 and 10 and the concentration of population in localities within a short distance from Edmonton, would explain the increase in these two areas.

(2) Need for immediate applications

Midway through the Program our need arose for more applications from students who were immediately available for positions. Those students who inquired at the office, and who indicated a positive reaction to our employment offer, were naturally assigned more readily than those submitting applications by mail. More important is the fact that our "over-the-counter" inquiries were greater than our "mail" inquiries. Naturally those students from Edmonton, or vicinity were able to come into the office.

(3) Medicine Hat (Division 1 area) showed a higher rate of employment due to the response of the Medicine Hat Manpower Centres. More applications were received from Medicine Hat Manpower Centre than any other one centre.

Appendix No. 24 Cont'd

The following chart shows a comparison between the percentage of students which should have been employed by the Corps from each Census Division (based on the 1969 population figures) and the percentage of students actually employed by the Corps from each division.

The total number of applications received was 3,955. The following figures are based upon this figure.

Census Division	Percentage	
	Anticipated	Actual
01	2.434	3.578
02	5.317	4.146
03	1.985	1.112
04	0.896	0.455
05	2.370	1.694
06	26.905	12.667
07	2.562	2.002
08	5.445	5.562
09	1.089	0.354
10	4.292	5.613
11	33.183	51.732
12	3.331	2.477
13	2.818	2.654
14	1.345	0.834
15	6.021	5.056

ALBERTA ECOLOGY CORPS - ACCIDENT SUMMARY

NAME	NATURE OF ACCIDENT	CAUSE OF ACCIDENT
ADAMS, Steve	- Pulled back muscle	- Accidental
BARNES, Patricia L.	- One broken glass lens	- Carelessness of employee
BELL, Donald	- Sprained right ankle	- Careless
BEITZ, Elaine A.	- Two fractured ribs which were not diagnosed for 11 days and which led to pneumonia	- Inexperience
BENNET, Michael	- Cut lip, broken tooth	- Accidental injury
BLACK, S. Jayne	- Minor cuts to left hand & leg	- Carelessness of employer
BOWNES, Kenneth	- Stung by wasps	- Undetermined
CHAPPEL, Randolf	- Cut left index finger	- Carelessness of employee
CHESTER, Judith	- Sprained back	- Accidental
CLENNIN, Donald E.	- Strained back	- Undetermined
DAV[illegible] William	- Injury to left wrist	- Careless
DEIS, Terrence	- Cut rotten tree, axe went through tree, cut foot	- Careless
DEN HERTOG, Johanna A.	- Stung by wasps	- Undetermined
DENJARDINS, Richard	- Laceration & infection on back of right leg	- Carelessness of employee
DEVORE, Lloyd G.	- Apparent strain of left knee	- Carelessness of employee
DORWARD, Frederick Ross	- Cut leg	- Carelessness of employee
DUBE, Phillippe	- Bruised thighs, sprained index finger, sprained neck	- Careless
DUNSMORE, Brian	- Sprained right ankle	- Carelessness of employee
DUPUIS, Richard	- Cut right foot	- Carelessness of employee
FERRIS, Herbert	- Cuts & bruises	- Carelessness of employee
FOSTER, Rodney	- Wasp stings	- Accidental
GRAM[illegible] Robert	- Cut left leg	- Carelessness of employee
GRESCHNER, Atila	- File does not indicate nature of accident	- Undetermined

	NATURE OF ACCIDENT	CAUSE OF ACCIDENT
HALUSHKA, Alex	- Cut left thumb	- Accidental injury
HAY, Paul	- Burn, right knuckle of baby finger	- Carelessness of employee
HO, Gregory	- Left shoulder & left side of head cut and bruised	- Carelessness of employee
HOLCROFT, Fred R.	- Chipped front tooth	- Carelessness of employee
JAMIESON, Robert	- Went through plate glass window, cut badly	- Carelessness
JAAP, Ronald	- Severed finger	- Carelessness of employee
JOHNSTON, Dean	- Rash on body - all extremities	- Undetermined
KRYWKO, Henry	- Cut left index finger	- Accidental
KUMPULA, Alvin	- Bug in left ear	- Carelessness of employee
LEGERE, Roy Frederick	- Cut knee	- Carelessness
LOV[illegible] Gary	- Dislocated knee	- Result of normal work
MARSHALL, Kenneth	- Cut third finger	- Careless
MEADS, Brian	- Gash in left shin	- Carelessness of employee
MORGAN, J. David	- Cut eyebrow	- Undetermined
McAULEY, Brian	- Broke tendons in right ankle	- Carelessness of employee
McDEWITT, Clifford	- Strained back	- Carelessness of employee
McHARDY, Carolyn	- Sprain and bruise to left foot	- Accidental injury
McHUGH, James	- Inflamed eye	- Undetermined
McKAY, Terry	- Lacerated right leg	- Carelessness of employee
NELNER, Gary	- Cut thumb on right hand	- Careless
NITTEL, Dwayne	- Metal struck right ankle, bruise	- Careless
PHILLIPS, Thomas E.	- Severed tendon to big toe of left foot and scraped the bone	- Carelessness of employee
RAJ[illegible]ILLE, Arthur	- Cut to right hand	- Carelessness of employee
[illegible]EGEL, Dorothy	- Multiple injuries	- Undetermined
ROMANIUK, Bill	- Strained right shoulder muscle	- Carelessness of employee

NAME	NATURE OF ACCIDENT	CAUSE OF ACCIDENT
SCHELBEIN, Jim A.	- Bruised hips & scraped back	- Carelessness of employer and employee
SETTERLUND, Gary P.	- Cut right foot	- Carelessness of employee
SHERWOOD, Thomas	- Wood tick lodge in left knee	- Undetermined
STOCCO, Donald	- Superficial blood clot on left leg	- Undetermined
TASCHUK, Edwin G.	- Death by drowning	- Carelessness of supervisor
TENNANT, Barbara	- Twisted right knee	- Carelessness of employee
WALL, Dorothy C.	- Sawdust in left eye	- Carelessness of employee
WALL, Douglas	- Crushed third finger of right hand, loss of nail and bad cut	- Carelessness of employee
WEIDEMAN, Joanne	- Laceration of left wrist	- Carelessness of employee
WELYGAN, Elaine	- Severe reaction to insect bites on face causing swollen right eye and temple	- Undetermined
[illegible]ic Feung	- Sprained right wrist	- Undecided

APPENDIX

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Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

Dear Alberta Ecology Corps Members:

It was not possible to visit each project site during the course of the summer, but I found that members in the field, with whom I did visit, had problems of one form or another. I feel that our dealings with some problems has left us with a "lopsided" view of the program and would like to obtain your view so that our recommendations to Government at summer's end will be of a more balanced and useful nature.

The objectives of this questionnaire are to:

(1) Evaluate the degree of success of the program.

(2) Obtain information from members to assist in improving the Corps.

(3) Determine whether the Corps should be continued at all.

I hope that the questionnaire will help in obtaining information, feelings and suggestions from the field. If additional space is required when answering the questions, please feel free to add sheets to this questionnaire. Anything that you may have to offer will be beneficial in planning a more successful program in the future.

Sincerely,

D. J. Chabillon

D. J. Chabillon
Staffing Officer

Project Name and Location _____

Period of Employment Began _____ Terminated _____

(1) What do you feel are the two main objectives of the Alberta Ecology Corps? _____

_____

_____

(2) Do you agree that the objectives of the Corps were fulfilled?

Yes _____ No _____ Undecided _____

Comments

(3) Would you accept employment with the Corps if it, or a program similar to it, continued next year?

Yes _____ No _____ Undecided _____

(4) If not, why not?

(5) Where do you feel improvement is needed?

(6) In your opinion, was the supervisor at the job site satisfactory?

(7) Were your room and board accommodations satisfactory? _____
If not what improvement would you recommend?

(8) Would you prefer an assignment to a project in your home town area or do you prefer to be away from home? Why?

(9) Did you have application for employment with other firms when you were offered employment with the Corps? Yes _____ No _____

(10) Were you offered other employment anytime during the summer?

Yes _____ No _____

(11) If yes

(a) Did the other employment offer pay which was

____ higher than that of the Corps including room and board.

____ lower than that of the Corps including room and board.

____ about the same.

(b) Was your other employment offer made

____ before beginning with the Corps.

____ about the same time.

____ after beginning with the Corps.

(c) Why did you not accept your other employment offer?

(12) Would you like to see the Alberta Ecology Corps, or a similar organization continued next year? Why or Why not?

Date _____ Signature _____

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

July 19, 1971

FROM: L. G. de Vore
Executive Director
Alberta Ecology Corps

TO: All Project Supervisors
Alberta Ecology Corps Projects

RE: Pay Policy - Rainy Weather

It is the policy of the Corps to pay its employees for periods during which they were prevented from working due to severe weather. Because of confusion in the interpretation of this stated policy, you should be aware of the following guidelines:

(1) An employee must have been scheduled to work during the period of severe weather, before he accrues any sort of pay benefits for the period.

(2) The severe weather must have actually prevented the employee from working, not just made it inconvenient for him to work. It is inconvenient for everyone to work in the rain, but only rarely does weather prevent work. Examples of rain preventing work would be the washing out of a road so that the work site could not be safely reached, or the incidence of a severe electrical storm where outside work would make danger from lightning strikes an immediate possibility.

It is not the policy of the Corps to allow employees to quit work during rainy weather simply for the convenience of staying dry.

(3) The decision as to whether the weather prevents the project crew from working rest with the immediate supervisor of the crew, NOT WITH THE CREW MEMBERS. In all instances, the crew is to follow the direction of the supervisor. The supervisor is acting as the direct agent (departmental projects) of the government, or as the indirect agent (local government projects) of the government, and his direction carries the same weight of authority as if the Director of the Corps had personally given the direction.

Where weather prevents employees from working, they will be paid as if they had worked. Where employees do not work simply as a matter of convenience, they should be afforded the opportunity to make up the time lost, but will not be paid for the lost time until it is actually made up.

L. G. de Vore

GENERAL ECOLOGY CORPS FACTS...

Total Alberta Government monetary commitment to the Corps is 2.82 million $

$320,000 to Parks Branch of the Department of Lands & Forests
$500,000 to Forestry Branch, Lands & Forests
Remainder shared among local government units and other projects administered by various departments of government, including
- Industry & Tourism
- Agriculture
- Health & Social Development
- Youth, Culture & Recreation
- Environment

At present there are 1,654 students actually at work in the field
1,044 males (63.1%)
610 females (36.9%)

Of the 1,654, there are 758 employed in Parks, Forestry, and other government department administered projects (510 boys, 248 girls)

896 are employed in local government administered projects
534 males (59.1%)
362 females (40.9%)

All students are guaranteed employment through 31 August of this year, if services are satisfactory. Their rates are:

Base: $1.442 per hour x 179 hours of work per month = $257 per month
Living Allowance: $3 per every calendar day, average 30½ days per month = $91.50 per month
Total: $ 257.00
$ 91.50
$ 348.50 per month, or about $2 per hour

The Corps is not a welfare program. Students can be and are dismissed for lack of effort or violation of Corps regulations.

Corps has two main goals: One is to employ students, the other is to accomplish meaningful work to improve the environment.

The Corps has received a total of 3,633 applications from eligible applicants. Of this total, 3,283 received formal offers of employment, or about 91% of all eligible applicants.

Projects are approved by a management committee composed of officials from various government departments. Projects proposals must show guaranteed supervision by the organization applying for the projects. Jurisdictions applying for students must be willing to take girls as well as boys and are not allowed to make a preference in hiring based on skills. The programs are to help all students, not just those in particular faculties.

Eligibility requirements are:

18 years of age at time work is to begin (because of liability laws)
A resident or student in Alberta
Legal entitlement to work in Canada (citizen or landed immigrant or visitor with work permit)
Full-time post-secondary student last year or this coming year (grade 12 qualifies as post-secondary under federal-provincial agreement, so persons entering grade 12 who meet other qualifications are eligible.)

If students complete the whole season from the time they are hired until the time the projects to which they are assigned are ended, the Corps pays for their transportation to the original work assignment and their transportation home at the end of the season, as well as the cost of their required medical examination.

The required medical does not exclude persons with handicaps who meet the eligibility requirements as set out above. The examining doctor must simply certify that the person examined is capable of normal 40-hour per week outdoor labour. There are no other medical requirements.

The Corps does not provide sick leave for persons who become so ill they must leave the camp to which they are assigned, or who must leave the residence in the local government unit to which they may be assigned. If, however, a minor illness such as a cold keeps them ill <u>in</u> camp or residence, they are paid as if at work.

Likewise, if weather prevents them from working, they are paid as if at work. (This does not mean that they do not have to work, but still get paid, if it is raining or some such minor weather disturbance is going on. It does mean that if they are rained out of the bush, or are prevented from working by a dangerous weather occurance such as a severe electrical storm, they are paid if they were scheduled to have worked during the severe weather.) The difference is that they must be prevented from working, not that they need not work if it is only inconvenient to them. In all cases, their supervisor makes the decision as to whether they shall work, not the student employees.

CITY OF LETHBRIDGE

Represents a special situation when it comes to pay for the students. Ordinarily, the local government unit pays the students directly every two weeks, then claims back the cost of their labour from the Corps. In Lethbridge, the City was not willing to do this because of its fear that it would run into union problems. Therefore, the students working on Lethbridge projects as members of the Corps are paid through the regular government wages payroll, at the same rate as the rest of the Corps. Because of the difference in processing, students assigned to Lethbridge experience about two to three weeks delay in receiving their cheques.

	Male	Female
Fish & Wildlife		
Pollution Prevention Plan	2	1
Fish Habitat Improvemtn	2	
Clerk Typists		7
Evaluation of Provincial Exper. Fish & Farm	3	
Stream Habitat Improvement	8	
Swan Hills Moose Project	2	
Cold Lake Coho Salmon Project	1	
Sport Fishery Invest. in Tyrell Lake	2	
Mountain Goat Transplant	2	
Creel Census (Peace River)	2	
Stream Bank and Bank Slump Rehab	2	
Lake Fisheries Improve. Studies	4	
Fish Population Analysis	3	
Fish Population Assessment - Wabamun	2	
Bow - Highwood Resevoir Study	7	1
Brooks Pheasant Habitat	3	
Antelope Project	2	
Oldman River Elk Project	2	
Big Game Range Rejuvenation	1	
Edson Evaluation		2
Chip Lake Waterfowl Evaluation	2	
Elk Project (Red Deer River)	1	
Ruffed Grouse	1	
Buffalo Lake Pike Spawning Study	2	
Study of Ecology of Walleyes in Richardson	2	
Office & Lab Assistant for Field Crews		1
Creel Census - Clearwater, Bow River	2	

Fish & Wildlife continued...	Male	Female
Mine Effluent Study in Crowsnest Pass	1	
Lab Assistant		2
Radio Trans & Receiver Development	1	
Student Draftsman	1	
Clerk Typist		1
Edson - Analyses of Ecology Corps data		1
Habitat Inventory		2

Provincial Parks		
Gregoir Lake	12	
Moose Lake	15	
Crimson Lake	8	
Jarvis Bay	12	
Cypress Hills	12	
Provincial Parks Dept. Tree Planting Crew	10	19
Police Outpost	2	10

Forestry Crews		
Rodmen - Construction & Maintenance	8	
Blairmore Forest	27	
Lac La Biche	10	3
Peace River Forestry	25	5
Slave Lake	8	4
Alberta Forest Service Timber Audit		3
Lands & Forests Publicity Crew		21
Whitecourt	10	5

Forestry Crews - continued	Males	Females
[illegible] Crew	25	
[illegible] Environment Research	5	[illegible]
[illegible] Reforestation	6	
Bow River Land Use Crew	8	
Bow River Recreation Crew	17	
Bow River Replacements	33	
Bow River Recreation Survey	4	
Rocky Forest [illegible] Crew	28	
Grande Prairie Forest Crew	50	1
[illegible] Forest Hazard Reduction	7	1
[illegible]	19	3

Government Departments		
Oliver Tree Nursery	3	12
Dept. of Industry & Tourism - Travel	14	31
Dept. of Industry & Tourism - Information	20	66
[illegible] Ecology	1	
[illegible] Trace Minerals Study	2	
[illegible] Pollution Survey	2	
[illegible] - Residue Analysis		2
Fairview Agriculture College	3	
[illegible]ition Agriculture College	1	2
Dept. of Health & Social Development	6	15
Beaverlodge - Biological Weed Control	1	
Division of Pollution Control (Water)	4	
Division of Pollution Control (Air)	3	1
[illegible]y & Aquatic Plants - Lake Wabamun	1	

	Male	Female
Government Departments continued		
Edmonton - Consumer Education	1	
Edmonton - Diseases & Parasites in Wildlife		2
Edmonton - Ecological Survey	1	3
Edmonton - Evaluation of Mercury in Predators	1	
Edmonton - Youth Development Centre	2	6
Edmonton - Crop Response on Acidic Soils	1	
Olds Agriculture College	2	
Alberta Horticultural Research	4	6
Water Resources Division	1	
Water Resources Division - Conversation & Develop.	4	
Water Resources Division - Tyrell Lake	1	
Water Resources Division - Survey work	4	
TOTAL	510	247
	67.5 %	32.5 %

LIST OF MUNICIPAL PROJECTS

Project Name	No. Males	No. Females	Total
Municipal District of Acadia #34	1	1	2
Summer Village of Alberta Beach	2	1	3
Village of Andrew	2	2	4
County of Athabasca #12	3	2	5
Town of Athabasca	5	3	8
County of Barrhead #11	6	4	10
Town of Barrhead	4	4	8
Town of Bashaw	1	3	4
Town of Bassano	3	3	6
County of Beaver #9	2	1	3
Town of Beaverlodge	3	1	4
Village of Berwyn	-	2	2
Town of Black Diamond	1	1	2
Village of Blackfalds	(agreement only, no file yet)		
Village of Blackie	2	-	2
Town of Blairmore	2	-	2
Municipal District of Bonnyville #87	20	14	34
Town of Bonnyville	4	3	7
Village of Bowden	6	4	10
Town of Bow Island	3	-	3
Village of Boyle	2	1	3
Town of Brooks	2	1	3
City of Calgary	24	12	36
City of Camrose	6	3	9
County of Camrose #22	2	4	6
Village of Carbon	1	-	1

Project Name	No. Males	No. Females	Total
Town of Cardston	2	2	4
Town of Cardston	-	3	3
Town of Carstairs	2	-	2
Summer Village of Castle Island	1	-	1
Town of Castor	1	1	2
Village of Cayley	1	1	2
Town of Claresholm	2	8	10
Town of Coaldale	1	2	3
Town of Cochrane	2	1	3
Town of Cold Lake	2	-	2
Town of Coleman	2	-	2
Town of Coronation	-	2	2
Village of Coutts	1	-	1
Village of Cremona	2	-	2
Village of Crossfield	1	-	1
Town of Daysland	-	2	2
Village of Delburne	2	-	2
Town of Devon	3	2	5
Village of Donnelly	5	-	5
Town of Drayton Valley	1	2	3
City of Drumheller	3	5	8
Village of Eaglesham	3	-	3
City of Edmonton	-	5	5
City of Edmonton	20	13	33
Town of Edson	11	10	21
Town of Elk Point	10	6	16
Town of Fairview	1	2	3

Project Name	No. Males	No. Females	Total
Town of Falher	2	-	2
County of Flagstaff #29	3	1	4
Municipal District of Foothills (High River) #31	1	2	3
Village of Foremost	-	1	1
Village of Forestburg	1	1	2
Town of Fort Macleod	3	3	6
New Town of Fort McMurray	9	-	9
Town of Fort Saskatchewan	2	1	3
New Town of Fox Creek	3	1	4
Village of Glendon	1	2	3
Town of Grand Centre	3	3	6
New Town of Grande Cache	3	4	7
City of Grande Prairie	11	10	21
Town of Granum	2	-	2
Village of Grassy Lake	2	1	3
Town of Grimshaw	1	2	3
Town of Hanna	-	4	4
Town of Hardisty	5	5	10
Village of Hay Lakes	1	-	1
Town of High Level	2	2	4
Town of High Prairie	2	2	4
Town of High Prairie	1	1	2
Town of High River	3	3	6
Town of Hinton	3	-	3
Improvement District #5 (Crowsnest)	2	-	2
Improvement District #14 (Edson)	1	-	1
Improvement District #23 (High Level)	2	-	2

Project Name	No. Males	No. Females	Total
Improvement District #17 (High Prairie)	1	-	1
Improvement District #22 (Manning)	2	-	2
Improvement District #17 (Peace River)	2	-	2
Improvement District #10 (Rocky Mountain House)	1	-	1
Improvement District #19 (Spirit River)	2	-	2
Improvement District #16 (Valleyview)	1	-	1
Town of Innisfail	2	3	5
Town of Killam	2	-	2
Municipal District of Kneehill (Three Hills, Alta.) #48	2	-	2
Town of Lac la Biche	-	4	4
County of Lacombe #14	3	-	3
Town of Lacombe	1	1	2
Town of Lamont	4	-	4
County of Leduc #25	2	2	4
Town of Leduc	6	4	10
City of Lethbridge	14	10	24
County of Lethbridge #26	1	1	2
City of Lloydminster	5	5	10
Town of Magrath	5	-	5
Summer Village of Ma-Me-O Beach	1	-	1
Town of Manning	1	3	4
Village of Mannville	2	-	2
Town of Mayerthorpe	3	3	6
Town of McLennan	3	3	6
City of Medicine Hat	3	3	6
Town of Milk River	~~2~~ 1	1	~~4~~ 2

Project Name	No. Males	No. Females	Total
County of Minburn #27	3	-	3
Village of Mirror	2	-	2
Town of Morinville	3	3	6
County of Mountain View #17	5	5	10
Town of Mundare	2	-	2
Village of Myrnam	3	-	3
Town of Nanton	3	1	4
Village of New Sarepta	-	1	1
Village of Nobleford	1	-	1
Town of Okotoks	1	1	2
Town of Olds	2	2	4
Town of Oyen	1	2	3
County of Paintearth #18	2	2	4
County of Parkland #31	4	2	6
Town of Peace River	8	4	12
Village of Penhold	1	1	2
Town of Pincher Creek	4	1	5
Village of Plamondon	4	-	4
County of Ponoka #3	4	-	4
Town of Ponoka	8	7	15
Town of Provost	3	3	6
Village of Radway	-	2	2
New Town of Rainbow Lake	3	2	5
Town of Redcliff	2	1	3
City of Red Deer	5	5	10
Town of Redwater	4	4	8
Town of Rimbey	2	2	4

Project Name	No. Males	No. Females	Total
Town of Rocky Mountain House	-	2	2
Municipal District of Rocky View #44	3	2	5
Village of Rycroft	2	-	2
Village of Ryley	2	-	2
Summer Village of Sandy Beach	1	2	3
Town of Sedgewick	2	-	2
County of Smoky Lake #13	2	-	2
Town of Smoky Lake	2	1	3
Municipal District of Smoky River #130	-	2	2
Town of Spirit River	1	1	2
Town of Spruce Grove	4	6	10
Town of Stettler	4	2	6
Village of Stirling	2	-	2
Town of Stony Plain	2	1	3
County of Strathcona #20	3	-	3
Town of Strathmore	2	-	2
Municipal District of Sturgeon #90	4	-	4
Town of St. Albert	2	1	3
Town of St. Paul	9	-	9
Town of Sundre	3	3	6
Town of Sylvan Lake	4	3	7
Town of Taber	3	2	5
Village of Thorhild	1	1	2
Village of Thorsby	2	-	2
Town of Three Hills	3	4	7
Town of Tofield	1	-	1
County of Two Hills #21	4	1	5

Project Name	No. Males	No. Females	Total
Town of Two Hills	4	4	8
Summer Village of Val Quentin	1	-	1
Town of Valleyview	5	1	6
Town of Vauxhall	1	1	2
Town of Vegreville	3	5	8
Town of Vermilion	2	3	5
County of Vermilion River #24 (Kitscoty)	1	3	4
Village of Veteran	1	1	2
Town of Viking	3	5	8
Village of Vilna	1	2	3
County of Vulcan #2	2	-	2
Town of Vulcan	6	4	10
Municipal District of Wainwright #61	(Project Cancelled)		
Town of Wainwright	2	2	4
Town of Wainwright	1	2	3
Village of Warner	2	-	2
Village of Wembley	3	2	5
Municipal District of Westlock #92	10	-	10
T own of Westlock	2	-	2
City of Wetaskiwin	4	8	12
County of Wheatland #16 (Strathmore)	1	2	3
New Town of Whitecourt	~~2~~4	~~3~~ 5	~~5~~ 9
Village of Willingdon	3	-	3
Village of Youngstown	2	-	2

July 2, 1971 - jkh

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

10 June, 1971

Project Supervisors and Corps Employees
All Alberta Ecology Corps Projects

The following information should be relayed to members of your office staff and to Ecology Corps employees assigned to you:

1. The Management Committee of the Ecology Corps has approved a change in the rate of subsidy for living expenses for some Corps members. Retroactive to 3 June, 1971, all students are to receive the $3 per day allowance, whether they are living at home or elsewhere. This means that all students who were receiving $1.50 per day should have their rates of subsidy doubled effective 3 June.

2. As all students were aware (the information was in both their offer letters and their assignment letters), they are required to submit a doctor's certificate stating that they are capable of performing outdoor labour on a 40-hour per week basis. These letters should now be collected by the project supervisors and forwarded to the Ecology Corps office. Any employee whose medical certificate is not returned by 1 July, 1971, will be stricken from the payroll until his or her certificate is on file.

3. The Ecology Corps will reimburse students for the cost of their medical examination, up to $10 per student, at the end of the work season. To receive reimbursement, a copy of the doctor's bill, statement, or invoice must be forwarded to Mr. A. McCallum, Administrative Accountant, Room 415, Natural Resources Building, Edmonton, between now and the end of the season. The doctor's certificate itself will not suffice for this purpose. The auditor requires either the original or a copy of the bill before approving payment.

If you have any questions about the items covered in this information sheet, or need clarification on any other matter pertaining to the Corps, please call or write this office.

L. G. de Vore
Executive Director

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

1 June, 1971

FROM: L. G. de Vore
Executive Director
Alberta Ecology Corps

TO: All Corps Project Supervisors

RE: Reporting of Accident or Illness

The following guidelines governing the reporting of accidents and illness affecting Alberta Ecology Corps employees were approved by the Management Committee at its meeting on 28 May, 1971.

ACCIDENTS

When an employee of the Alberta Ecology Corps is an accident victim, regardless of the severity of the accident. the proper Workman's Compensation Board report shall be completed and forwarded to: The Executive Director, Alberta Ecology Corps, 10621 - 100 Avenue, Edmonton, Alberta.

If the accident is of a nature severe enough to require the employee to miss more than one day of work, or if the accident will require the employee's absence from his or her normal job-site residence for a period of more than one day, the employee's immediate supervisor shall notify the Alberta Ecology Corps by telephone (Edmonton 423-3709) as soon as emergency care has been completed.

Where the accident is not of a nature severe enough to require phone notification of the Ecology Corps, the routine forwarding of the Workman's Compensation forms shall serve as adequate notification of the Corps.

ILLNESS

When an employee of the Alberta Ecology Corps suffers an illness severe enough to require the employee's absence from the work assigned for more than three days, or from the work-site residence for more than one day, the employee's immediate supervisor shall notify the Corps by telephone.

Where the illness is not severe enough to warrant notification of the Corps by phone, no notification shall be made to the Corps office.

L. G. de Vore
Executive Director

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

1 June, 1971

FROM: L. G. de Vore
Executive Director
Alberta Ecology Corps

TO: All Corps Project Supervisors

RE: Documentation of Disciplinary Action

The following guidelines governing the documentation of disciplinary action or recommendations therefor were approved by the Management Committee at its meeting of 28 May, 1971.

NOTIFICATION OF THE EMPLOYEE

The various subsections of the PROCEDURES GOVERNING PERSONNEL ADMINISTRATION AND MANAGEMENT IN THE ALBERTA ECOLOGY CORPS under the heading of Conduct and Discipline require that the employee against whom action is being taken or recommended must be notified in writing of the action being taken, and the reasons therefore. These reasons must be specific. They should make clear the bases on which the decision to act was reached. It is not sufficient to simply say, "The applicant has no aptitude for this work." Much better would be "On May 14, 1971, you destroyed 35 four to six foot trees by improper planting procedures", or, "On May 12 you refused to hoe boulevard sections as assigned by your foreman," etc.. All bases for the decision must be listed.

REPORT OR RECOMMENDATION TO THE CORPS

Where a decision has been reached by an agency of the Provincial Government other than a unit of local government to terminate or suspend without pay an employee of the Corps, a short notice of action taken and a copy of the letter to the employee should be forwarded to: The Executive Director, Alberta Ecology Corps, 10621 - 100 Avenue, Edmonton, by the project supervisor.

Where a unit of local government wishes to recommend the dismissal or suspension of an employee, or any project supervisor wishes to recommend the transfer of an employee, the recommendation should be carefully documented and should include the following information:

- The exact incidents upon which the recommendation is based
- Times & contexts of warnings given the employee
- The opinion of the project supervisor as to the deficiencies in the employee's performance and an evaluation of the type of work the employee might perform satisfactorily for the Corps if any

- Any mitigating circumstances of which the supervisor is aware
- The project supervisor's specific recommendation

Please keep in mind that it is not the intent of the Corps to solve the problems of one supervisor by transferring them to another supervisor. Where an employee does not perform because of a poor attitude toward the work he should be suspended or dismissed unless there are clearly mitigating circumstances. (In the case of local government units this means a recommendation for suspension or dismissal as specified in the regulations.)

Supervisors are reminded that work throughout the Corps is very similar in nature and that employees who do not paint or plant trees successfully in one location are not apt to perform significantly better in another location.

ACTION UPON ARREST OR CHARGING OF CORPS EMPLOYEES

All supervisors should be aware that the arrest of an employee or the charging of an employee with a criminal offense is not always sufficient grounds in and of itself to suspend or discharge the employee.

In most cases, the arrest or charging of the employee does lead to circumstances which do justify discharge or suspension. For example, if an employee who is arrested does not report to the work site on time, he may be discharged for that reason. His arrest has resulted in an unsatisfactory work performance.

Likewise, certain actions which result in an employee being charged or arrested, if they occur on project property or during working hours, will result in conditions of employment being violated. For instance, the possession of a narcotic or dangerous drug is an illegal activity, and employees are not allowed to engage in illegal activity on project sites. Before taking action on this basis, please note that the employee must be convicted before his supervisor can reach the decision that he was involved in illegal activity at a project site.

Where disciplinary action is contemplated as a result of the employee being charged or arrested, the same procedure must be followed as for disciplinary action based on any other grounds.

L. G. de Vore
Executive Director

L.G.deV./jkh

APPENDIX B.

ALBERTA ECOLOGY CORPS

STUDENT EMPLOYMENT PROGRAM

MUNICIPALITIES

RECEIVED TO DATE MAY 12, 1971

	STUDENT WAGES	ROOM & BOARD	TOTAL	NO. OF STUDENTS
rojects M-1 to M 254 (Approved to May 12/71)	$710,030.00	$258,289.00	$968,319.00	867
Projects M 255 & M 256 (For Approval)	2,630.00	940.00	3,570.00	4

APPENDIX C

WATER RESOURCES DIVISION

ECOLOGY CORPS SUBMISSION

Conservation and Development	5 Male	Assisting in field surveys for farm drainage land leveling and irrigation header ditches.	Lethbridge Bow Island Medicine Hat Brooks Taber	$ 7,000
Basin Planning Studies	1 Male	Assisting Geologist in field studies for surficial geology.	Foothills areas	1,700
Basin Planning Studies	3 Male	Field surveys for establishing ground contol points for air photo interpretation. Requires two ecology corps members (male) and one support staff (male) for an instrument-man. (to make up a complete survey crew).	Foothills areas	6,400
Tyrrell Lake	1 Male or Female	Assisting in Lab work and some field collection for analytical work for the Fish & Wildlife Branch in Lethbridge Lab.	Lethbridge	1,600
Survey Work	5 Male	Assisting on survey crews for field surveys and investigation and construction projects for drainage and flood control.	Edmonton Region	8,500

TOTAL ..... $ 25,200

10% Contingency ... 252

NEW TOTAL..... $ 25,452

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

May 7, 1971

FROM: L. G. de Vore
Executive Director
Alberta Ecology Corps

TO: R. W. Thomson
Project Supervisor
Alberta Government Travel Bureau

Further to your memo of today's date, requesting Ecology Corps funding for 24 supervisors and two staff directors...

When the project in question was originally approved by the Corps' Management Committee, it was the understanding of Dr. J. Donovan Ross, Minister of Lands & Forests, and Chairman of the Management Committee, that the Committee was approving assignment of 114 female Ecology Corps employees and that all 114 were to be regular employees paid at the rate of $250 each. This understanding was based on a phone conversation between Dr. Ross and Mr. Ray Ratslaff, Minister of Industry and Tourism, on the morning of your press release concerning the project. The Committee shared Dr. Ross' understanding.

Since that time, the Corps has been advised by your department that you would prefer to have 29 males and 79 females rather than the understood 114 females We have altered our selection process to produce that distribution, with your assistance, as such an alteration did not basically disturb any of the original relationships approved, and did not violate any of the understood guidelines of the Corps as a whole.

It is not the purpose of the Corps, however, to select or in any other way produce strata of employees. It has always been a primary requirement by the Management Committee that supervisory staff is to be provided by the department proposing projects. If such staff is hired to supplement departmental staff in administration of proposed projects, it must be paid from the departmental vote of the department proposing the project.

I agree that this guideline can probably be stretched enough to authorize hiring by the Corps of the two staff directors. The Corps cannot, however, authorize any alteration in pay rates for the other staff, nor can it authorize the separate hiring of 24 supervisors, for the reasons outlined above.

In accord with our conversation of 5 May, 1971, and again today, where you indicate that other arrangements can be made which will obviate the need for these supervisors, I would advise that you should make such arrangements or supply the supervisors from your own vote.

L. G. de Vore
Executive Director

cc- Dr. J. Donovan Ross, Minister

ITEM 187

MEMORANDUM

ALBERTA GOVERNMENT TRAVEL BUREAU
1629 Centennial Building

OUR FILE NO.:

FROM: R. W. Thomson, Project Supervisor

YOUR FILE NO.:

TO: Mr. L. G. de Vore, Executive Director
Alberta Ecology Corps
Financial Building, 10621 - 100 Avenue
Edmonton, Alberta

DATE: May 7th, 1971

As provided by order of the Honourable J. Donovan Ross, Minister, Department of Lands and Forests, pursuant to O.C. 692/71, Subsection 4 (4), we herewith apply for supplementary wages for support purposes.

The case in point is that the Visitor Information Centres program has been allowed 114 staff through the auspices of the Alberta Ecology Corps. According to the original program design, the hierarchy of responsibility was at the levels of two staff directors, 24 supervisors and 86 counsellors. The staff directors assume administrative and personnel management responsibility for the entire program and work with considerable independence. The supervisors assume the responsibility of administrative and personnel management of a particular centre, or in some cases two centres, and work with moderate independence.

As there are varying degrees of responsibility involved in the total work force, we had originally stratified the salaries at $425 per month for the two staff directors, and $300 per month and living allowances for the 24 supervisors. Living allowances for the staff directors would be replaced by allowable travelling expenses (cost to be borne by department).

The Visitor Information Centres program has been added to the work load of the present staff of the Alberta Government Travel Bureau. There is no provision in the branch staff structure for the performance of supervisory duties. In consequence to the conditions as indicated above, we respectfully ask for your acceptance of our proposed staffing arrangements and recommended salaries.

APPROVED BY THE DEPUTY MINISTER

R. W. THOMSON
Project Supervisor

RWT/rk

E C O L O G Y C O R P S

ALBERTA DEPARTMENT OF AGRICULTURE

FIRST PRIORITY

Title	No. of Students	Sex	Program	Location	Cost
Pesticide Residue Analysis	2	Male or Female	Behavior of pesticides during clean-up and separation procedures.	Edmonton	$2,720.
Library Assistance	1	Male or Female	Research material for reports and articles.	Edmonton	$1,360.
*Computer Programming	1	Male or Female	Routine programming tasks.	Edmonton	$1,360.
Beef Production Research	1	Male or Female	Recoding and assembling available data to facilitate analysis.	Edmonton	$1,360.
Agricultural College	3	Male or Female	Grounds improvement.	Olds	$4,080.
Agricultural College	3	Male or Female	Grounds improvement.	Vermilion	$4,080.
Agricultural College	3	Male or Female	Grounds improvement.	Fairview	$4,080.
Stream Pollution Survey	6	Male	Continuation of a 1970 project. To determine if feedlots are contaminating streams.	Edmonton Red Deer Calgary	$8,160.

* Student must be a computing science student. Others from any discipline.

FIRST PRIORITY (Cont'd.)

Title	No. of Students	Sex	Program	Location	Cost
Ecological Survey	48	Male or Female	Ecosystem study including collection & preservation of plants, diseases, insects, small animals, etc.	Edmonton	~~$10,880.~~ 5,440
**Crop response on Acidic Soils	2	Male	Field plot helpers, sample preparation.	Edmonton	$2,720.
Ecology of Aquatic Plants	1	Male	Survey and investigations of aquatic plants in recreational lakes.	Lake Wabamun, Lake Isle (+ others)	$1,360.
Biological Weed Control	1	Male	Study effects of introduced insects for biological control of toadflax.	Beaverlodge	$1,360.
Diseases and Parasites of Wildlife	2	Male or Female	To act in technical capacity in processing of wildlife specimens & to aid in the establishing of of a centralized wildlife filing & reporting system. All domestic animals are currently incorporated into a computerized data retrieval system.	Edmonton	$2,720.
**Trace Minerals Study of forage and potato	2	Male	Collection of plant samples and sample preparation in laboratory.	Edmonton	$2,720.
					TOTAL = $49,140.

** Male university students with farm experience in Biology-Agriculture preferred.

SECOND PRIORITY

Title	No. of Students	Sex	Program	Location	Cost
Attitude Perception Study on Environment and Agriculture in Urban Dwellers.	2	Male or Female	Literature research, model design and interviewing.	Edmonton	$2,720.
Social Costs of Food Packaging and Waste Disposal.	2	Male or Female	Literature research, model design and interviewing.	Edmonton	$2,720.
Economics of Agriculture Pollution.	2	Male or Female	Literature research and measures of costs and returns.	Edmonton	$2,720.
***Evaluation of Mercury in Predators	1	Male	Study and collection of coyote and other predator samples for mercury analysis.	Edmonton	$1,360.
Noxious Weed Survey	2	Male	To survey & evaluate extent & effects of weeds and other undesirable vegetation on Crown & industrial lands.	Edmonton	$2,720.

TOTAL = $12,240.

*** Training in biological sciences preferred. Male students preferred due to work conditions and type of accommodations.

THIRD PRIORITY

Title	No. of Students	Sex	Program	Location	Cost
Economics of Horticulture and the Enviroment	3	Male or Female	Literature research, model design and interviewing.	Edmonton	$4,080.
*** Ground Squirrel Ecology	1	Male	Study of population dynamics of Richardson's ground squirrel.	Rochester	$1,360.
Ecology of Leaf-Cutter Bee	1	Male or Female	Study of adaptability of leaf-cutter bee.	Edmonton	$1,360.
Forage project	1	Male	Study of plant competition on forage production.	Edmonton Peace River Region	$1,360.
Shelterbelt and Nursery Tree Project	1	Male	Evaluate effect of removal of undesirable vegetation on growth of shelterbelt and nursery trees.	Edmonton	$1,360.

TOTAL = $9,520

GRAND TOTAL = $70,900

*** Training in biological sciences preferred. Male students preferred due to work conditions and type of accommodations.

WATER RESOURCES DIVISION

ECOLOGY CORPS SUBMISSION

approved

Conservation and Development	5 Male	Assisting in field surveys for farm drainage land leveling and irrigation header ditches.	Lethbridge Bow Island Medicine Hat Brooks Taber	$ 7,000
Basin Planning Studies	1 Male	Assisting Geologist in field studies for surficial geology.	Foothills areas	1,700
Basin Planning Studies	3 Male	Field surveys for establishing ground contol points for air photo interpretation. Requires two ecology corps members (male) and one support staff (male) for an instrumentman. (to make up a complete survey crew).	Foothills areas	6,400
Tyrrell Lake	1 Male or Female	Assisting in Lab work and some field collection for analytical work for the Fish & Wildlife Branch in Lethbridge Lab.	Lethbridge	1,600
Survey Work	5 Male	Assisting on survey crews for field surveys and investigation and construction projects for drainage and flood control.	Edmonton Region	8,500

TOTAL ..... $ 25,200

10% Contingency ... 252

NEW TOTAL..... $ 25,452

ALBERTA ECOLOGY CORPS

STUDENT EMPLOYMENT PROGRAM

MUNICIPALITIES

RECEIVED TO DATE MAY 12, 1971

	STUDENT WAGES	ROOM & BOARD	TOTAL	NO. OF STUDENTS
Projects M-1 to M 254 (Approved to May 12/71)	$710,030.00	$258,289.00	$968,319.00	867
Projects M 255 & M 256 (For Approval)	2,630.00	940.00	3,570.00	4

ALBERTA ECOLOGY CORPS

Although members of the Ecology Corps are employees of the Province they are not subject to the normal regulations pertaining to wage employees. Such individuals are however subject to Alberta Ecology Corps Regulations (copy attached) which differ in some respects from the regulations affecting departmental employees and consequently the following points must be noted regarding the procedures to be adopted in relationship to the administration of jobs involving Alberta Ecology Corps members:

1) Commencement forms (D.P.C. 151) must be completed in the normal manner except for the following items:

   a) "Department" will be shown as "Alberta Ecology Corps".
   b) "Head Office Use Only" section will be left blank for completion by Alberta Ecology Corps administrative staff.
   c) Employees will not be subject to Unemployment Insurance and will not be required to sign the unemployment insurance section.
   d) The rate of pay will be shown as $1.442 per hour.
   e) Write the description of the project including the allocated project number in the lines usually reserved for "Qualifications" and "Physical Handicap".

   It will be necessary for each member to complete a TD1 and (unless a Social Insurance Number is given) an S1 in the usual manner. It will be noted that the majority of Alberta Ecology Corps members will be able to gain exemption from Income Tax deductions by completion of the "Exemption Claim for Casual, Seasonal or Part-time Employment". The attention of all members should be directed to this section when presented with TD1s for completion. Completed TD1s and S1s will be attached to applicable commencement forms and forwarded without delay through usual departmental channels to Alberta Ecology Corps, Room 415, Natural Resources Building, 109 Street and 99 Avenue, Edmonton.

2) Time Certificates - Labour (D.P.C. 154) will be completed for odd numbered payperiods in the usual manner except for the following:

   a) "Department" will be shown as the "Alberta Ecology Corps".
   b) Department number will be "18".
   c) Destination number will be "9" followed by the two digit vote number of the department concerned and a two digit destination within a department. e.g. the destination number for individuals designated as being at location "01" on a job administered by the Department of Agriculture would be shown as 91101.
   d) Hours worked or available for work will be shown to a maximum of 40 hours each week. However where during a week a member lost time through no fault of his own (sickness, etc.) every effort should be made to allow the member concerned to work additional hours in subsequent weeks equivalent to the number of hours lost. This is the only circumstance under which payment will be made for time worked in excess of 40 hours a week and in such cases reference must be made on the "Remarks" line to the payperiod where the member was paid less than 40 hours.

e) Board allowances will be shown on the basis of $1.50 per calendar day where a member is living at his (or her) normal place of residence or $3.00 per calendar day when he (or she) is not living at his or her normal place of residence. Board allowance (living allowance) will be paid throughout the period of a member's employment including Saturdays and Sundays except for days when a member is absent without leave from an assigned project in which event the amount payable will be decreased accordingly.
f) Enter "A.E.C. MEMBER" in class of service area.
g) When room and board is supplied a "variable miscellaneous deduction" of $3 per calendar day per member will be established in order to effect payment to the supplier of such room and board. It will be noted that where room and board has been supplied by a department the deduction cheque representing the aggregate of deductions made must be treated as revenue.
h) "Regular" hours only will be used with the "overtime" column being left blank in all instances as Alberta Ecology Corps members do not qualify for overtime.
i) The "Rate of Pay" will be shown as $1.44 per hour. The calculation by computer program will result in payment at the rate of $1.442 per hour.
j) "Holiday Pay" will be left blank as Alberta Ecology Corps members will not receive Holiday Pay.
k) Job numbers entered on the time certificate will be in accordance with project numbers allocated to projects by the Alberta Ecology Corps less the suffix. e.g. Project number L590A-5 would be charged to job L590A.
l) "Department Code" will consist of the letter "E" followed by the suffix of the project number expressed as a four digit number. e.g. Project L590A-5 would become

Job Number - L590A
Departmental Code - E0005

m) "Unit No." column will be left blank.
n) The termination date will be the last day of work of the Alberta Ecology Corps member involved.

Other information and certification will be completed in the normal manner following which duly completed D.P.C. 154's will be forwarded without delay through departmental channels to the offices of the Alberta Ecology Corps who will be responsible for submitting time certificates for processing.

Support personnel will be treated in a manner similar to that outlined above for members except that rates of pay will vary in accordance with prevailing pay applicable to the work involved. It must be noted that the initial letter of the departmental code for support personnel will be "S". Enter "A.E.C. SUPPORT" in the class of service area.

No expenditures will be made for Alberta Ecology Corps projects on the basis of documents submitted from departments other than wages and board allowances. Payments for transportation will be made to members at the successful completion of the work season on the submission to the offices of the Alberta Ecology Corps of duly completed "Transportation Claim Forms". Such claims will be in respect of the cost of transportation

1) from the place where the member was enrolled as a student in Alberta or his (or her) place of normal residence in Alberta to the site of his (or her) initial employment and
2) from the site of his (or her) employment at the end of the work season to the place where he (or she) was so enrolled or resided.

TOTAL NUMBER OF OFFERS SENT SO FAR	1,500
OFFERS TURNED DOWN	159
BALANCE	1,341
NUMBER OFFERS NO RESPONSE SO FAR	356
BALANCE	985
NUMBER TURNED DOWN ASSIGNMENTS	10
BALANCE	975
NUMBER ASSIGNED	746
BALANCE, BY CENSUS DIVISION:	
CD-1	16
CD-2 (Lethbridge)	17
CD-3	44
CD-4	3
CD-5	7
CD-6 (Calgary)	20
CD-7	15
CD-8 (Red Deer)	22
CD-9	1
CD-10	29
CD-11 (Edmonton)	44
CD-12	16
CD-13	25
CD-14	0
CD-15	10
TOTAL ACCEPTED BUT UNASSIGNED	229

ALBERTA ECOLOGY CORPS PROGRAM 1971

The claim form used to obtain reimbursement for allowable costs incurred under the Alberta Ecology Corps Program 1971 must be completed in the following manner:

Heading - Name of Municipality.
- Period for which reimbursement of costs is claimed. The periods employed should conform to those set out in Schedule A attached.
- Brief project description of the project for which reimbursement is being claimed as it appears in the agreement entered into with The Alberta Ecology Corps.
- Project number as shown in the agreement (submit a separate claim form for each project).
- Claim number - a sequential number for each claim submitted for the project.

In the various columns of the claim form enter:

Column (1)
- The name and initials of each Alberta Ecology Corps member assigned to the project named in the heading.

Column (2)
- The Social Insurance Numbers of the members concerned. Where a member upon commencement of employment indicates that he (or she) has not previously applied for a Social Insurance Number or does not know his (or her) Social Insurance Number ensure that a Form S1 (Schedule B attached) is completed and forwarded to the offices of the Alberta Ecology Corps.

Column (3)
- A brief description of the nature of work upon which each member was employed for the period.

Column (4)
- The number of hours that each member was employed or available for employment during the period (see Schedule A attached). Remuneration at the agreed rate of $250 per month is dependent upon a member working 40 hours each week. Where during a week a member lost time through no fault of his own (sickness, etc.) every effort should be made to allow the member concerned to work additional hours in subsequent weeks equivalent to the number of hours lost. This will be the only circumstance under which reimbursement will be made for time worked in excess of 40 hours a week and in such cases reference must be made on the claim form to the pay period where the member was paid for less than 40 hours.

Column (5)
- No entry is necessary as the fixed rate of pay has been preprinted for convenience (see Note I on claim form).

Column (6)
- The amount earned by each member calculated by multiplying the number of hours shown in column (4) by the rate shown in column (5).

Column (7)
- Canada Pension Plan deductions applicable.

Column (8)

- Other wage deductions which prove necessary. Such a deduction could be for Income Tax where a member has indicated that he (or she) is taxable. Upon commencement of employment each member must complete a Form TD1 (Schedule C attached) which upon completion must be forwarded to the offices of the Alberta Ecology Corps. It is anticipated that in most cases due to the fact that maximum earnings including living allowances will not exceed allowable Income Tax exemptions members will not be liable to income tax during 1971 (Exemption Claim for Casual, Seasonal or Part-Time Employment). Members should be advised of this situation when presented with TD1s for completion. However notwithstanding this advice if a member states that he (or she) will be taxable the applicable income tax deduction will be entered in this column and suitably identified (see Note III on claim form). In the event that there are multiple "other" deductions enter such deductions on successive lines of the claim form.

Column (9)

- The amount of net earnings which is the amount arrived at in column (6) less any applicable deductions in columns (7) and (8).

Column (10)

- The number of days applicable to the calculation for either "living allowances" or "room and board" reimbursement. If during a period a member lived at home, lived away from home and subsequently was provided with room and board the claim form would show the number of days applicable to each situation on successive lines of the claim form in order that the three separate calculations could be clearly shown. Note the comments on the claim form under Note II and Schedule A attached.

Column (11)

- The rate to be used - see Note II on the claim form.

Column (12)

- The total "living allowance" payable for the period. This amount is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when the allowance is payable to a member.

Column (13)

- The number of the municipality's cheque by which payment for wages and living allowance was made to the member concerned.

Column (14)

- The combined amount paid for the period for both wages and living allowance. This will be the total of the applicable line items as shown in columns (9) and (12).

Column (15)

- The signature of each member indicating that the wages, living allowances and room and board have been received.

Column (16)

- The total of room and board for which reimbursement is being claimed. The amount entered in this column is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when there is to be a reimbursement to the municipality for room and board provided.

General

The claim form summary is self explanatory in that it shows the totals from the various columns as indicated by the figures shown in brackets. Comments on the items concerned are as follows:

A) The total of items shown in column (6).
B) The total of items shown in column (7). Although column (7) indicates deductions made from the employee this total is used for the employer's contribution as these amounts are identical.
C) The total of items shown in column (12).
D) The total of items shown in column (16).

Payments for necessary travel will be covered by "Transportation Claim Forms" to be circulated to members at a later date. Municipalities will not be reimbursed for such payments unless special permission for such action is given by the Director of the Program.

The certificates required on the claim form will consist of that of the foreman or timekeeper at the site of the project who will have been charged with direct supervision of the Alberta Ecology Corps members concerned and the Secretary-Treasurer of the municipality.

Claims forms will not be accepted unless properly certified and fully completed as to all necessary detail.

Submit duly completed claim forms (original and first copy) to:

Alberta Ecology Corps,
Room 415,
Natural Resources Building,
109 St. and 99 Ave.,
EDMONTON, Alberta.

SCHEDULE A

ALBERTA ECOLOGY CORPS

SCHEDULE OF WAGES (BEFORE DEDUCTIONS) AND LIVING ALLOWANCES FOR PAY PERIODS MAY 1, 1971 - AUGUST 31, 1971

					LIVING ALLOWANCES	
				WAGES	@ $1.50	@ $3.00
May 1 - May 5	24 HRS.	@ $1.442		$ 34.61	$ 4.50	$ 9.00
" 6 - " 19	80 "	" 1.442		115.36	21.00	42.00
" 20 - June 2	80 "	" 1.442		115.36	21.00	42.00
June 3 - " 16	80 "	" 1.442		115.36	21.00	42.00
" 17 - " 30	80 "	" 1.442		115.36	21.00	42.00
July 1 - July 14	80 "	" 1.442		115.36	21.00	42.00
" 15 - " 28	80 "	" 1.442		115.36	21.00	42.00
" 29 - August 11	80 "	" 1.442		115.36	21.00	42.00
August 12 - " 25	80 "	" 1.442		115.36	21.00	42.00
" 26 - " 31	32 "	" 1.442		46.14	9.00	18.00
	696 HRS.	TOTAL		$1,003.63	$181.50	$363.00

THE ABOVE ARE MAXIMUM AMOUNTS PAYABLE TO ALBERTA ECOLOGY CORPS EMPLOYEES FOR THE PERIOD MAY 1, 1971 TO AUGUST 31, 1971. FOR EACH HOUR THAT AN EMPLOYEE IS NOT AVAILABLE FOR WORK WHICH CAUSES THE NUMBER OF HOURS FOR A PAY PERIOD TO BE LESS THAN THOSE INDICATED ABOVE GROSS WAGE PAYMENTS WILL BE DECREASED BY $1.442.

FOR EACH WORKING DAY THAT AN EMPLOYEE IS ABSENT FROM AN ASSIGNED PROJECT WITHOUT LEAVE LIVING ALLOWANCES WILL BE DECREASED BY $1.50 OR $3.00 WHICHEVER IS APPLICABLE.

DEPARTMENT OF NATIONAL REVENUE, TAXATION

EMPLOYEE'S TAX DEDUCTION RETURN

SCHEDULE C

- Complete and file one copy of this return with your employer
  (a) when you commence employment, or
  (b) within seven days of any change affecting your personal exemptions.
- If you do not file this return, as required, income tax will be deducted as though you were a single person without dependants.
- Do not claim a child or other dependant whose net income for the year will exceed $950.
- Net income of your spouse or dependants includes any pension or supplement under the Old Age Security Act or any similar Act of a province, and benefits under the Canada or Quebec Pension Plan.

Family or last name (Print)

Usual first name and initials

Present address (If present address is temporary, give permanent address only)

Name and address of spouse

Social insurance number

Date of birth

Day Month Year

Claim for Personal Exemptions

Basic Personal Exemption ▶$ 1,000

Age Exemption—You may claim $500 if you are 70 years of age or over. ▶$

Married or Equivalent Exemption—If applicable, check ☑ and claim **only one** of these 5 items.
If your spouse's net income, while married, will exceed $1,250 in the year, you may not claim this exemption.

Married and supporting spouse

☐ 1. whose net income for the year, while married, will not be over $250. Claim $1,000

☐ 2. whose net income for the year, while married, will be over $250 but not over $1,250. $ 1,250

Less: spouse's net income $

Claim $

Single, divorced, separated or widow(er) and supporting

☐ 3. a wholly dependent child under age 21, or any age if infirm or in full-time attendance at a school or university.
Provide details below and claim $1,000

☐ 4. a wholly dependent person related by blood, marriage or adoption and living in a dwelling maintained by you.
Provide details below and claim $1,000

☐ 5. a relative wholly dependent on you and one or more other persons living in a dwelling maintained by you and such other persons. (You may claim here **only** if it has been agreed that no other person will claim for the same dependant or in respect of the same dwelling.)
Provide details below and claim $1,000

▶$

Details of Dependant

Name and address of dependant	*Relationship to you*	*Estimated Annual Net Income*	*If a child, state age, and if over 21, state school attended or whether infirm*
		$	

Exemption for Wholly Dependent Children

Exemption may be claimed for wholly dependent son, daughter, grandchild, niece or nephew under age 21 or any age if in full-time attendance at a school or university or if infirm. A niece or nephew may be claimed only if (a) you have complete custody and control of the child, or (b) the child resides in Canada and also the mother is a widow or is separated or divorced and does not receive alimony or similar allowance for the child's maintenance, or the father is mentally or physically infirm. Provide details below and claim $300 for each child who will be under age 16 at the end of the year and $550 for each child who will be age 16 or over at the end of the year.

A wholly dependent child for whom an exemption of $1,000 has been claimed in item 3 above may also be claimed here if the child is supported in a dwelling wherein you employ a full-time servant. If you do, state servant's name below.

Name of child (Attach list if space is insufficient)	*Relationship to you*	*Estimated Annual Net Income*	*Year of birth*	*If over 21, state school attended or whether infirm*	
		$			▶$
					▶$
					▶$
					▶$

Exemption for Other Dependants

(A) Parents, Grandparents, Brothers or Sisters (including in-laws)
(B) Aunts or Uncles Resident in Canada (including in-laws)

Provide details below and claim estimated amount to be spent in support of each dependant up to a maximum of $300 for each dependant who will be under age 16 at the end of the year or $550 for each dependant who will be age 16 or over at the end of the year. If any other person also contributes to the support of a dependant listed here, the combined amount claimed by you and such other person must not exceed the maximum of $300 or $550 mentioned above. No claim may be made here for (a) a dependant over age 21 who is not mentally or physically infirm (unless that dependant is a brother or sister in full-time attendance at a school or university) or (b) a dependant in respect of whom you have claimed an exemption of $1,000.

Name and address of dependant (Attach list if space is insufficient)	*Dependant's Relationship to you*	*Dependant's Net Income in year*	*Dependant's Year of birth*	*Estimated amount you will spend in support of dependant*	*If over 21, state school attended or whether infirm*	
		$		$		▶$
						▶$
						▶$

Total Personal Exemptions ▶$

Claim for Tuition Fees by Students Only — *(Ask your District Taxation Office for further information)* ▶$

Total Claim ▶$

Exemption Claim for Casual, Seasonal or Part-time Employment — *(Valid for current calendar year only)*

This area must be completed by an employee who is receiving pay at a rate that is subject to tax deduction but who claims exemption because total income (including free board and lodging) from all sources for the full calendar year will be less than the total personal exemptions claimed. No claim may be made here by a person not resident in Canada for the whole year unless his income for the year in Canada will be less than his exemptions apportioned to the period of residence in Canada.

Income to date this year from all sources ▶$

Estimated income for remainder of year from all sources ▶$

Total estimated income from all sources ▶$

Certification

I HEREBY CERTIFY that the information given in this return is true, correct and complete to the best of my knowledge and belief

Signature Date 19

It is a serious offence to make a false return.

Warning: An employer should refer a form TD1 containing doubtful statements to the District Taxation Office. Any person who knowingly accepts a form TD1 containing false or deceptive statements commits a serious offence. Employers must retain completed forms TD1 for inspection by officers of the Department of National Revenue, Taxation.

PROCEDURES GOVERNING PERSONNEL ADMINISTRATION AND MANAGEMENT IN THE ALBERTA ECOLOGY CORPS

Issued by order of the Honorable J. Donovan Ross, Minister, Department of Lands & Forests, pursuant to O.C. # 692/71

APPLICATION

1.1 The following regulations apply exclusively to employees of the Alberta Ecology Corps who are employed by the Corps as regular staff, and do not apply to members employed by Ministerial Order as support staff.

APPOINTMENT

2.1 Employees of the Alberta Ecology Corps shall be recruited and appointed by the Executive Director of the Corps in accordance with such principles and manners as the Director may prescribe, subject to review and revision by the Management Committee and approval by the Minister.

SALARY ADMINISTRATION

3.1 Employees of the Alberta Ecology Corps shall be paid on the basis of bi-weekly pay periods subject to satisfactory performance, in accordance with such principals and manners as the Administrative Accountant may prescribe, subject to revision and review by the Management Committee and approval by the Minister.

3.1.1. Employees of the Corps employed by Departments of Government or their branches, or by private organizations, shall be paid directly by the Corps.

3.1.2. Employees of the Corps employed on approved municipal projects shall be paid by the municipality in which they are working.

3.1.3. Employees shall be paid at the rate of $1.442 per hour for time worked, to a maximum of 80 hours per pay period.

VACATION LEAVE - HOLIDAY PAY

4.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to vacation leave or holiday pay during their term of service.

SICK LEAVE

5.1. Employees of the Alberta Ecology Corps subject to these procedures shall earn no entitlement to sick leave during their term of service.

STATUTORY HOLIDAYS AND OCCASIONAL LEAVE

6.1 Employees of the Alberta Ecology Corps subject to these procedures shall be eligible to receive the following statutory holidays with pay:

Victoria Day
Dominion Day

or such other day in lieu thereof where a statutory holiday falls on a Saturday or Sunday.

6.2 Pay granted to an Alberta Ecology Corps employee for a statutory holiday on which he did not work shall for all purposes be deemed wages.

HOURS OF WORK

7.1 Hours of work shall be established by the supervisor of each project job site, subject to review and revision by the Executive Director of the Corps.

7.2 Employees of the Alberta Ecology Corps subject to these procedures shall not be eligible for paid overtime, but shall be granted straight time off in lieu of overtime worked, except that where the completion of a day's assigned work requires, employees may be required by their immediate supervisor to work up to ½ hour overtime immediately following their regular working hours without entitlement to time off in lieu of said ½ hour.

ATTENDANCE

8.1 The Administrative Accountant of the Alberta Ecology Corps shall prescribe the manner in which Corps employees subject to these procedures shall register their attendance, including the appropriate deductions for lateness and absence, subject to review and revision by the Management Committee and approval by the Minister.

ALBERTA HEALTH CARE

9.1 Employees of the Alberta Ecology Corps subject to these procedures shall be responsible for payment of their own Alberta Health Care Insurance Corporation premiums, if any; said premiums not to be subsidized by the Corps.

PUBLIC SERVICE PENSION ACT

10.1 Employees of the Alberta Ecology Corps subject to these procedures shall not qualify for coverage under the Public Service Pension Act or the Local Authorities Pension Act.

STATUTORY HOLIDAYS AND OCCASIONAL LEAVE

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Dominion Day

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PUBLIC SERVICE PENSION ACT

10.1 Employees of the Alberta Ecology Corps subject to these procedures shall not qualify for coverage under the Public Service Pension Act or the Local Authorities Pension Act.

CONDUCT AND DISCIPLINE

11.1 The maintenance of discipline at each project job site rests with the supervisor of that project.

11.2 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the direct purview of a department of Government, the project supervisor shall give the employee notice in writing as to the reasons for his suspension or dismissal, sending a copy of the notice to the Executive Director of the Corps, and such suspension or dismissal shall be effective upon delivery of notice to the employee.

11.3 When it is proposed to

suspend an employee for a specified period of time as a disciplinary measure; or

dismiss an employee for cause,

and the employee is assigned to a project under the purview of a municipality, county, improvement district, other public body or private organization, the project supervisor shall advise the employee in writing that he is recommending said disciplinary action, sending a copy of such written advice to the Executive Director of the Corps for further action on behalf of the Corps, and said employee shall be suspended with pay effective on delivery of such written recommendation to the employee, pending further action by the Corps.

11.4 Where the Executive Director of the Corps has received in writing the recommendation of any municipality, county, improvement district, other public body, or private organization that an employee assigned to a project under the purview of that body be suspended or dismissed subsequent to 11.3 (above), he shall inquire into the recommendation and the facts behind it and, upon conclusion of his investigation and subject to revision & review by the Management Committee and approval by the Minister, shall

confirm the suspension of the employee; or

dismiss the employee; or

take such other action as shall settle the matter and is equitable and appropriate, advising both the employee and the body recommending disciplinary action of his decision in writing,

such decision to be effective on the date established by the Executive Director.

11.5 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed prior to the end of working hours on any work day, shall be paid for that day.

11.6 An employee of the Alberta Ecology Corps subject to these procedures who is suspended or dismissed on any day other than a work day, shall be paid through his last previous work day.

PAYMENT OF SUBSIDIES

12.1 Employees of the Alberta Ecology Corps subject to these procedures shall be paid on the basis of bi-weekly subsidy periods coinciding with their bi-weekly pay periods, in the manner prescribed by the Administrative Accountant, subject to review & revision by the Management Committee and approval by the Minister.

12.1.1 Employees of the Corps employed by departments of Government or their branches, or by private organizations, shall be subsidized for room & board directly by the Corps, as per O. C. # 692/71.

12.1.2 Employees of the Corps employed on approved municipal projects shall be subsidized for room & board by the municipality in which they are working, as per O. C. # 692/71.

REIMBURSEMENT OF TRAVEL EXPENSES

13.1 Employees of the Alberta Ecology Corps subject to these procedures shall be reimbursed for their travel expenses to and from the job site at the end of the work season, as per O. C. # 692/71.

CONFIDENTIALITY

14.1 Any employee of the Alberta Ecology Corps subject to these procedures whether he has subscribed to the official oath included in the Public Service Act or not, who without due authority makes known or discloses any matter which comes to his knowledge by reason of his employment, shall be liable to suspension or dismissal.

INTERPRETATION

15.1 Where a dispute arises as to the application or intent of these procedures, the matter shall be referred to the Executive Director for submission to the Minister.

ALBERTA ECOLOGY CORPS PROGRAM 1971

The claim form used to obtain reimbursement for allowable costs incurred under the Alberta Ecology Corps Program 1971 must be completed in the following manner:

Heading - Name of Municipality.

- Period for which reimbursement of costs is claimed. The periods employed should conform to those set out in Schedule A attached.
- Brief project description of the project for which reimbursement is being claimed as it appears in the agreement entered into with The Alberta Ecology Corps.
- Project number as shown in the agreement (submit a separate claim form for each project).
- Claim number - a sequential number for each claim submitted for the project.

In the various columns of the claim form enter:

Column (1)

- The name and initials of each Alberta Ecology Corps member assigned to the project named in the heading.

Column (2)

- The Social Insurance Numbers of the members concerned. Where a member upon commencement of employment indicates that he (or she) has not previously applied for a Social Insurance Number or does not know his (or her) Social Insurance Number ensure that a Form S1 (Schedule B attached) is completed and forwarded to the offices of the Alberta Ecology Corps.

Column (3)

- A brief description of the nature of work upon which each member was employed for the period.

Column (4)

- The number of hours that each member was employed or available for employment during the period (see Schedule A attached). Remuneration at the agreed rate of $250 per month is dependent upon a member working 40 hours each week. Where during a week a member lost time through no fault of his own (sickness, etc.) every effort should be made to allow the member concerned to work additional hours in subsequent weeks equivalent to the number of hours lost. This will be the only circumstance under which reimbursement will be made for time worked in excess of 40 hours a week and in such cases reference on the claim form to the pay period where the member was paid for less than 40 hours.

Column (5)

- No entry is necessary as the fixed rate of pay has been preprinted for convenience (see Note I on claim form).

Column (6)

- The amount earned by each member calculated by multiplying the number of hours shown in column (4) by the rate shown in column (5).

Column (7)

- Canada Pension Plan deductions applicable.

Column (8)

- Other wage deductions which prove necessary. Such a deduction could be for Income Tax where a member has indicated that he (or she) is taxable. Upon commencement of employment each member must complete a Form TD1 (Schedule C attached) which upon completion must be forwarded to the offices of the Alberta Ecology Corps. It is anticipated that in most

cases due to the fact that maximum earnings including living allowances will not exceed allowable Income Tax exemptions members will not be liable to income tax during 1971. Members should be advised of this situation when presented with TDIs for completion. However notwithstanding this advice if a member states that he (or she) will be taxable the applicable income tax deduction will be entered in this column and suitably identified (see Note III on claim form). In the event that there are multiple "other" deductions enter such deductions on successive lines of the claim form.

Column (9)

- The amount of net earnings which is the amount arrived at in column (6) less any applicable deductions in columns (7) and (8).

Column (10)

- The number of days applicable to the calculation for either "living allowances" or "room and board" reimbursement. If during a period a member lived at home, lived away from home and subsequently was provided with room and board the claim form would show the number of days applicable to each situation on successive lines of the claim form in order that the three separate calculations could be clearly shown. Note the comments on the claim form under Note II and Schedule A attached.

Column (11)

- The rate to be used - see Note II on the claim form.

Column (12)

- The total "living allowance" payable for the period. This amount is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when the allowance is payable to a member.

Column (13)

- The number of the municipality's cheque by which payment for wages and living allowance was made to the member concerned.

Column (14)

- The combined amount paid for the period for both wages and living allowance. This will be the total of the applicable line items as shown in columns (9) and (12).

Column (15)

- The signature of each member indicating that the wages, living allowances and room and board have been received.

Column (16)

- The total of room and board for which reimbursement is being claimed. The amount entered in this column is the result of multiplying the number of days (column (10)) by the rate (column (11)). An amount will only be shown in this column when there is to be a reimbursement to the municipality for room and board provided.

General

The claim form summary is self explanatory in that it shows the totals from the various columns as indicated by the figures shown in brackets. Comments on the items concerned are as follows:

A) The total of items shown in column (6).

B) The total of items shown in column (7). Although column (7) indicates deductions made from the employee this total is used for the employer's contribution as these amounts are identical.

C) The total of items shown in column (12).

D) The total of items shown in column (16).

E) The total of transportation costs incurred for moving members from one project site to another within the municipality for which reimbursement is being claimed. Attachments to the claim must indicate the details of such transportation which must always be by the most economic means available. All costs must be shown together with explanatory data to indicate why such transportation was necessary, the members involved, the distance tranvelled and the means of transportation employed.

Payments for necessary travel other than within a municipality will be covered by Transportation Claim Forms to be circulated to members at a later date . Municipalities will not be reimbursed for such payments unless special permission for such action is given by the Director of the Program.

The certificates required on the claim form will consist of that of the foreman or timekeeper at the site of the project who will have been charged with direct supervision of the Alberta Ecology Corps members concerned and the Secretary-Treasurer of the municipality.

Claims forms will not be accepted unless properly certified and fully completed as to all necessary detail.

SCHEDULE A

ALBERTA ECOLOGY CORPS

SCHEDULE OF WAGES (BEFORE DEDUCTIONS) AND LIVING ALLOWANCES FOR PAY PERIODS MAY 1, 1971 - AUGUST 31, 1971

					LIVING ALLOWANCES	
				WAGES	@ $1.50	@ $3.00
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"	17 - " 30	80 "	" 1.442	115.36	21.00	42.00
July	1 - July 14	80 "	" 1.442	115.36	21.00	42.00
"	15 - " 28	80 "	" 1.442	115.36	21.00	42.00
"	29 - August 11	80 "	" 1.442	115.36	21.00	42.00
August	12 - " 25	80 "	" 1.442	115.36	21.00	42.00
"	26 - " 31	32 "	" 1.442	46.14	9.00	18.00
		696 HRS.	TOTAL	$1,003.63	$181.50	$363.00

THE ABOVE ARE MAXIMUM AMOUNTS PAYABLE TO ALBERTA ECOLOGY CORPS EMPLOYEES FOR THE PERIOD MAY 1, 1971 TO AUGUST 31, 1971. FOR EACH HOUR THAT AN EMPLOYEE IS NOT AVAILABLE FOR WORK WHICH CAUSES THE NUMBER OF HOURS FOR A PAY PERIOD TO BE LESS THAN THAN THOSE INDICATED ABOVE - GROSS WAGE PAYMENTS WILL BE DECREASED BY $1.442.

FOR EACH WORKING DAY THAT AN EMPLOYEE IS ABSENT FROM AN ASSIGNED PROJECT WITHOUT LEAVE LIVING ALLOWANCES WILL BE DECREASED BY $1.50 OR $3.00 WHICHEVER IS APPLICABLE.

☐ APPLICATION FOR A SOCIAL INSURANCE NUMBER

☐ APPLICATION FOR REPLACEMENT OF LOST SOCIAL INSURANCE NUMBER CARD

(CHECK ONE BLOCK ONLY)

☐ (DO NOT WRITE IN THIS SPACE)

PRINT IN DARK INK OR USE TYPEWRITER

INFORMATION GIVEN HERE MUST BE ACCURATE

1 FIRST NAME | MIDDLE OR OTHER NAME | PRINT LAST OR FAMILY NAME

2 DATE OF BIRTH: Day Month Year | DO NOT WRITE IN THIS SPACE

3 LAST OR FAMILY NAME AT BIRTH: SAME AS ABOVE ☐ OR

4 SEX: MALE ☐ FEMALE ☐

5 YOUR MAILING ADDRESS IS: (Number and Street) (City, Town, Village) (Zone) (Province)

6 PLACE OF BIRTH: (City, Town, Village) (County or District) (Province, State, Territory) (Country)

7 MOTHER'S LAST OR FAMILY NAME AT HER BIRTH:

8 FATHER'S FIRST NAME:

9 A) HAVE YOU EVER BEFORE APPLIED FOR A SOCIAL INSURANCE NUMBER? ☐ YES ☐ NO ☐ DON'T KNOW

B) HAVE YOU EVER RECEIVED A SOCIAL INSURANCE NUMBER CARD? ☐ YES ☐ NO ☐ DON'T KNOW

10 DATE OF THIS APPLICATION:

11 MARITAL STATUS: MARRIED ☐ SINGLE ☐ OTHER ☐

12 SIGN HERE DO NOT PRINT OR TYPE

13 IF MARK (an X) USED AS SIGNATURE IN 12, HAVE TWO WITNESSES SIGN HERE

Signature of First Witness

Signature of Second Witness

14 YOUR EMPLOYER'S NAME IS:

15 DO YOU REQUIRE AN UNEMPLOYMENT INSURANCE BOOK? ☐ YES ☐ NO

16 YOUR EMPLOYER'S ADDRESS IS: (Number and Street) (City, Town, Village) (Zone) (Province)

17 DO NOT WRITE IN THIS SPACE

S-1 (7-67)

IF YOU ALREADY HAVE A SOCIAL INSURANCE NUMBER CARD, DO NOT COMPLETE THIS APPLICATION

(Français au verso)

☐ **DEMANDE DE NUMÉRO D'ASSURANCE SOCIALE**

☐ **DEMANDE DE REMPLACEMENT DE CARTE D'ASSURANCE SOCIALE**

(NE POINTER QU'UNE SEULE CASE)

☐ (N'ÉCRIVEZ PAS DANS CET ESPACE)

REMPLIR EN LETTRES MOULÉES À L'ENCRE OU À LA MACHINE — **DONNER DES RENSEIGNEMENTS EXACTS**

1 PRÉNOM | AUTRE(S) PRÉNOM(S) | NOM DE FAMILLE

2 DATE DE NAISSANCE — Jour Mois Année | N'ÉCRIVEZ PAS DANS CET ESPACE

3 NOM DE FAMILLE À LA NAISSANCE: MÊME QUE CI-DESSUS ☐ OU

4 SEXE — HOMME ☐ FEMME ☐

5 ADRESSE POSTALE (numéro et rue) (cité, ville, village) (zone) (province)

6 LIEU DE NAISSANCE: (cité, ville, village) (comté ou district) (province, état, territoire) (pays)

7 NOM DE FAMILLE DE VOTRE MÈRE À SA NAISSANCE

8 PRÉNOM DE VOTRE PÈRE

9 A) AVEZ-VOUS DÉJÀ DEMANDÉ UN NUMÉRO D'ASSURANCE SOCIALE? ☐ OUI ☐ NON ☐ JE NE SAIS PAS

B) AVEZ-VOUS DÉJÀ REÇU UNE CARTE D'ASSURANCE SOCIALE? ☐ OUI ☐ NON ☐ JE NE SAIS PAS

10 DATE DE CETTE DEMANDE

11 ÉTAT CIVIL — MARIÉ(E) ☐ CÉLIBATAIRE ☐ AUTRE ☐

APPOSEZ ICI VOTRE SIGNATURE HABITUELLE

13 SI VOUS APPOSEZ UNE CROIX (X) À 12, EN GUISE DE SIGNATURE, FAITES-LA CONTRESIGNER PAR DEUX TÉMOINS

Signature du premier témoin — Signature du deuxième témoin

14 NOM DE VOTRE EMPLOYEUR?

15 AVEZ-VOUS BESOIN D'UN LIVRET D'ASSURANCE-CHÔMAGE? ☐ OUI ☐ NON

16 ADRESSE DE VOTRE EMPLOYEUR? (numéro et rue) (cité, ville, village) (zone) (province)

17 N'ÉCRIVEZ PAS DANS CET ESPACE

S-1 (7-67) — **SI VOUS AVEZ DÉJÀ UNE CARTE D'ASSURANCE SOCIALE NE REMPLISSEZ PAS CETTE FORMULE** — (English on reverse)

DEPARTMENT OF NATIONAL REVENUE, TAXATION

EMPLOYEE'S TAX DEDUCTION RETURN

TD 1
REV 70

- **Complete and file one copy of this return with your employer**
  (a) when you commence employment, or
  (b) within **seven** days of any change affecting your personal exemptions.
- If you do not file this return, as required, income tax will be deducted as though you were a single person without dependants.
- Do not claim a child or other dependant whose net income for the year will exceed $950.
- Net income of your spouse or dependants includes any pension or supplement under the Old Age Security Act or any similar Act of a province, and benefits under the Canada or Quebec Pension Plan.

Family or last name (Print)

Social insurance number

Usual first name and initials

Present address (If present address is temporary, give permanent address only)

Date of birth

Name and address of spouse

Day Month Year

Claim for Personal Exemptions

Basic Personal Exemption ▶$ 1,000

Age Exemption—You may claim $500 if you are 70 years of age or over. ▶$

Married or Equivalent Exemption—If applicable, check ☑ and claim **only one** of these 5 items.
*If your spouse's net income, while married, will exceed $1,250 in the year, you may **not** claim this exemption.*

Married and supporting spouse

☐ 1. whose net income for the year, while married, will not be over $250. Claim $1,000

☐ 2. whose net income for the year, while married, will be over $250 but not over $1,250. $ 1,250

Less: spouse's net income $

Claim $

Single, divorced, separated or widow(er) and supporting

☐ 3. a wholly dependent child under age 21, or any age if infirm or in full-time attendance at a school or university.
Provide details below and claim $1,000

☐ 4. a wholly dependent person related by blood, marriage or adoption and living in a dwelling maintained by you.
Provide details below and claim $1,000

☐ 5. a relative wholly dependent on you and one or more other persons living in a dwelling maintained by you and such other persons. (You may claim here **only** if it has been agreed that no other person will claim for the same dependant or in respect of the same dwelling.)
Provide details below and claim $1,000

▶$

Details of Dependant

Name and address of dependant	*Relationship to you*	*Estimated Annual Net Income*	*If a child, state age, and if over 21, state school attended or whether infirm*
		$	

Exemption for Wholly Dependent Children

Exemption may be claimed for wholly dependent son, daughter, grandchild, niece or nephew under age 21 or any age if in full-time attendance at a school or university or if infirm. A niece or nephew may be claimed only if (a) you have complete custody and control of the child, or (b) the child resides in Canada and also the mother is a widow or is separated or divorced and does not receive alimony or similar allowance for the child's maintenance, or the father is mentally or physically infirm. Provide details below and claim $300 for each child who will be under age 16 at the end of the year and $550 for each child who will be age 16 or over at the end of the year.

A wholly dependent child for whom an exemption of $1,000 has been claimed in item 3 above may also be claimed here if the child is supported in a dwelling wherein you employ a full-time servant. If you do, state servant's name below.

Name of child (Attach list if space is insufficient)	*Relationship to you*	*Estimated Annual Net Income*	*Year of birth*	*If over 21, state school attended or whether infirm*	
		$			▶$
					▶$
					▶$
					▶$

Exemption for Other Dependants

(A) Parents, Grandparents, Brothers or Sisters (including in-laws)
(B) Aunts or Uncles Resident in Canada (including in-laws)

Provide details below and claim estimated amount to be spent in support of each dependant up to a maximum of $300 for each dependant who will be under age 16 at the end of the year or $550 for each dependant who will be age 16 or over at the end of the year. If any other person also contributes to the support of a dependant listed here, the combined amount claimed by you and such other person must not exceed the maximum of $300 or $550 mentioned above. No claim may be made here for (a) a dependant over age 21 who is not mentally or physically infirm (unless that dependant is a brother or sister in full-time attendance at a school or university) or (b) a dependant in respect of whom you have claimed an exemption of $1,000.

Name and address of dependant (Attach list if space is insufficient)	*Dependant's*			*Estimated amount you will spend in support of dependant*	*If over 21, state school attended or whether infirm*	
	Relationship to you	*Net Income in year*	*Year of birth*			
		$		$		▶$
						▶$
						▶$

Total Personal Exemptions ▶$

Claim for Tuition Fees by Students Only *(Ask your District Taxation Office for further information)* ▶$

Total Claim ▶$

Exemption Claim for Casual, Seasonal or Part-time Employment

This area must be completed by an employee who is receiving pay at a rate that is subject to tax deduction but who claims exemption because total income (including free board and lodging) from all sources for the full calendar year will be less than the total personal exemptions claimed. No claim may be made here by a person not resident in Canada for the whole year unless his income for the year in Canada will be less than his exemptions apportioned to the period of residence in Canada.

Income to date this year from all sources ▶$

Estimated income for remainder of year from all sources ▶$

Total estimated income from all sources ▶$

Certification

I HEREBY CERTIFY that the information given in this return is true, correct and complete to the best of my knowledge and belief.

Signature _____ Date _____ 19____

It is a serious offence to make a false return.

Warning: An employer should refer a form TD1 containing doubtful statements to the District Taxation Office. Any person who knowingly accepts a form TD1 containing false or deceptive statements commits a serious offence. Employers must retain completed forms TD1 for inspection by officers of the Department of National Revenue, Taxation.

Form authorized and prescribed by the Minister of National Revenue

MINISTÈRE DU REVENU NATIONAL, IMPÔT

DÉCLARATION DE L'EMPLOYÉ POUR LA DÉDUCTION DE L'IMPÔT

TD1
REV 70

CANADA

- **Remplissez et remettez un exemplaire de la présente à votre employeur**
  a) au début de votre emploi ou
  b) dans les sept jours de tout changement touchant vos exemptions personnelles.
- Faute de remplir et de produire cette déclaration ainsi que vous y êtes tenu, l'impôt sur le revenu sera déduit comme si vous étiez célibataire sans charges de famille.
- Ne pas compter d'enfant ni de personne à charge dont le revenu net pour l'année dépassera $950.
- Le revenu net de votre conjoint ou des personnes à votre charge comprend toute pension ou tout supplément en vertu de la Loi sur la sécurité de la vieillesse ou en vertu de toute loi provinciale semblable, ainsi que les prestations du Régime de pensions du Canada ou du Régime de rentes du Québec.

Nom de famille (en majuscules) _____ Numéro d'assurance sociale _____

Prénom usuel et initiales _____

Adresse actuelle (Si l'adresse actuelle est provisoire, n'inscrire que l'adresse permanente) _____ Date de naissance _____ jour _____ mois _____ année

Nom et adresse de votre conjoint _____

Exemptions personnelles réclamées

Exemption personnelle de base ▶$ 1,000

Exemption en raison d'âge—Vous pouvez réclamer $500 si vous avez 70 ans ou plus. ▶$_____

Exemption de marié ou l'équivalent—S'il y a lieu, cochez ☑ et réclamez **un seul** de ces 5 articles.
Si le revenu net de votre conjoint, pendant le mariage, dépassera $1,250 dans l'année, vous ne pouvez pas réclamer cette exemption.

Marié(e) et soutien d'un conjoint

☐ 1. dont le revenu net pour l'année, pendant le mariage, ne dépassera pas $250 — Réclamez $1,000

☐ 2. dont le revenu net pour l'année, pendant le mariage, dépassera $250 sans dépasser $1,250 — $1,250
Moins le revenu net du conjoint $_____
Réclamez $_____

Célibataire, divorcé(e), séparé(e) ou veuf (veuve) et soutenant

☐ 3. un enfant entièrement à charge de moins de 21 ans ou un enfant de tout âge qui est infirme ou qui fréquente à plein temps une école ou une université. *Fournissez des précisions ci-après et réclamez $1,000*

☐ 4. une personne entièrement à charge parente avec vous par les liens du sang ou du mariage ou par adoption et demeurant dans un logement tenu par vous. *Fournissez des précisions ci-après et réclamez $1,000* ▶$_____

☐ 5. Un parent entièrement soutenu par vous et une ou plusieurs autres personnes dans un logement tenu par vous et ces autres personnes. (Vous ne pouvez faire de réclamation ici que s'il a été entendu que nul autre ne réclamera pour la même personne à charge ou à l'égard du même logement.) *Fournissez des précisions ci-après et réclamez $1,000*

Précisions sur la personne à charge

Nom et adresse de la personne à charge	*Parenté avec vous*	*Revenu annuel net estimatif $*	*S'il s'agit d'un enfant, donnez son âge et s'il a plus de 21 ans, indiquez l'école qu'il fréquente ou dites s'il est infirme*

Exemption pour enfants entièrement à charge

Une exemption peut être réclamée pour un fils, fille, petit-fils, petite-fille, nièce ou neveu entièrement à charge et âgé de moins de 21 ans ou de tout âge si un tel enfant à charge fréquente à plein temps l'école ou l'université, ou est infirme. Vous ne pouvez compter une nièce ou un neveu comme personne à charge que si a) vous avez la garde et la responsabilité entière de l'enfant ou b) l'enfant demeure au Canada et sa mère est veuve, séparée ou divorcée et ne touche aucune pension alimentaire ou autre allocation semblable pour l'entretien de l'enfant, ou le père est atteint d'infirmité physique ou mentale. Fournissez des précisions ci-dessous et réclamez $300 pour chaque enfant qui sera âgé de moins de 16 ans à la fin de l'année et $550 pour chaque enfant qui sera âgé de 16 ans ou plus à la fin de l'année.

Un enfant entièrement à charge à l'égard duquel une exemption de $1,000 a été réclamée au no 3 ci-dessus peut aussi être compté ici s'il est entretenu dans un logement où vous employez un domestique à plein temps. Si tel est le cas, inscrivez le nom du domestique ci-après.

Nom de l'enfant (Annexez une liste si l'espace est insuffisant)	*Parenté avec vous*	*Revenu annuel net estimatif*	*Année de naissance*	*S'il a plus de 21 ans, indiquez l'école fréquentée ou dites s'il est infirme*	
		$			▶$_____
					▶$_____
					▶$_____
					▶$_____

Exemption pour autres personnes à charge (A) Père, mère, grands-parents, frères ou soeurs (et ceux du conjoint)
(B) Tantes et oncles résidant au Canada (et ceux du conjoint)

Fournissez des précisions ci-dessous et réclamez le montant estimatif que vous dépenserez pour l'entretien de chaque personne à charge, jusqu'à concurrence de $300 pour chaque personne à charge qui aura moins de 16 ans le dernier jour de l'année, ou $550 pour chaque personne à charge qui aura 16 ans ou plus à la fin de l'année. Si quelqu'un d'autre contribue aussi à l'entretien d'une personne à charge inscrite ici, le montant global réclamé par vous et cet autre ne doit pas dépasser le maximum de $300 ou de $550 précité. Aucune réclamation ne doit être faite ici pour a) une personne à charge de plus de 21 ans qui n'est pas atteinte d'infirmité physique ou mentale (à moins que cette personne à charge ne soit votre frère ou votre soeur et qu'elle ne fréquente l'école ou l'université à plein temps) ou b) une personne à charge à l'égard de laquelle vous avez réclamé une exemption de $1,000.

Nom et adresse de la personne à charge (Annexez une liste si l'espace est insuffisant)	*Personne à charge*			*Montant estimatif que vous dépenserez pour l'entretien de la personne à charge*	*Si elle a plus de 21 ans, indiquez l'école fréquentée ou dites si elle est infirme*	
	Parenté avec vous	*Revenu net dans l'année*	*Année de la naissance*			
		$		$		▶$_____
						▶$_____
						▶$_____

Total des exemptions personnelles ▶$_____

Les frais de scolarité ne peuvent être réclamés que par les étudiants. *(Pour plus de renseignements, s'adresser au bureau de district d'impôt.)* ▶$_____

Réclamation totale ▶$_____

Demande d'exonération pour emplois intermittents, saisonniers ou de partie d'année—*(Valable pour l'année civile en cours seulement)*

La présente partie doit être remplie par un employé qui est rémunéré à un taux assujetti aux déductions d'impôt, mais qui réclame une exemption à cet égard du fait que son revenu (y compris nourriture et logement gratuits) de toute provenance pour toute l'année civile sera inférieure au total des exemptions personnelles réclamées. Une personne qui ne réside pas au Canada toute l'année ne peut faire ici de réclamation à moins que le revenu qu'elle gagne pour l'année, au Canada, ne soit inférieur à ses exemptions proportionnées à la durée de sa résidence au Canada.

Revenu de toute provenance jusqu'ici cette année ▶$_____
Revenu estimatif de toute provenance d'ici la fin de l'année ▶$_____
Total du revenu estimatif de toute provenance ▶$_____

Attestation

JE CERTIFIE que les renseignements donnés dans la présente déclaration sont vrais, exacts et complets pour autant que je sache.

Signature _____ Date _____ 19____

Quiconque fait une fausse déclaration commet une infraction grave.

Avertissement: L'employeur doit soumettre toute formule TD1 renfermant des déclarations douteuses au bureau de district d'impôt. Quiconque accepte sciemment une formule TD1 renfermant des déclarations fausses ou trompeuses commet une infraction grave. Les employeurs doivent conserver les formules TD1, une fois remplies, aux fins d'inspection par les fonctionnaires du ministère du Revenu national, Impôt.

Formule autorisée et prescrite par le ministre du Revenu national

AUTHORITY TO EMPLOY WAGE EMPLOYEES TO PROVIDE SUPPORTING SERVICES TO ALBERTA ECOLOGY CORPS APPROVED PROJECTS

Issued by order of the Honorable J. Donovan Ross, Minister, Department of Lands & Forests, pursuant to O. C. 692/71, subsection 4(4).

General

1.1 Wage staff shall be employed for support purposes only when the following guidelines all apply:

1.1.1 Services of such staff are vital to the operation of an approved project.

1.1.2 Services performed by such staff cannot be provided by the department to which the project is assigned.

1.1.3 Need for support staff has been stated in writing by the project supervisor, and has the written concurrance of the project supervisor's immediate superior and the Executive Director of the Ecology Corps.

1.2 The terms and conditions of this order shall apply only to support staff hired under the authority of this order, and shall not to Regular Corps employees subject to the Procedures Governing Personnel Administration and Management in the Alberta Ecology Corps.

APPOINTMENT

2.1 Wage staff employed for the support of Alberta Ecology Corps projects shall be recruited and appointed pursuant to such principles and manners as the Executive Director of the Corps may prescribe, subject to revision and review by the Management Committee and approval by the Minister.

SALARY ADMINISTRATION

3.1 Wage staff employed for the support of Alberta Ecology Corps projects shall be paid on the basis of bi-weekly pay periods subject to satisfactory performance, in accordance with such principles and manners as the Administrative Accountant may prescribe, subject to revision and review by the Management Committee and approval by the Minister.

3.1.1 Employees subject to this order employed at projects under the purview of Departments of Government or their branches shall be paid directly by the Corps.

3.1.2 Employees subject to this order shall be paid at the rate established for their kind and level of work by the Executive Director of the Corps, times the number of hours worked, to a maximum of 80 hours per pay period.

FRINGE BENEFITS

4.1 Wage staff employed for the support of Alberta Ecology Corps projects shall receive the same fringe benefits afforded regular members of the Corps under sections 4.1; 5.1; 6.1; 9.1; 10.1; 12.1; and 13.1 of the Procedures Governing Personnel Administration and Management in the Alberta Ecology Corps.

HOURS OF WORK

5.1 Hours of work shall be established by the supervisor of each project job site, subject to review & revision by the Executive Director of the Corps.

5.2 Employees of the Alberta Ecology Corps subject to these procedures shall not be eligible for paid overtime, but shall be granted straight time off in lieu of overtime worked, except that where the completion of a day's assigned work requires, employees may be required by their immediate supervisor to work up to ½ hour overtime immediately following their regular working hours without entitlement to time off in lieu of said ½ hour.

ATTENDANCE

6.1 The Administrative Accountant of the Alberta Ecology Corps shall prescribe the manner in which Corps employees subject to this order shall register their attendance, including the appropriate deductions for lateness and absence, subject to revision and review by the Management Committee and approval by the Minister.

CONDUCT & DISCIPLINE

7.1 Corps employees subject to this order shall be subject to the same provisions for conduct & discipline as established for regular Corps employees under sections 11.1 through 11.6 of the Procedures Governing Personnel Administration & Management in the Alberta Ecology Corps.

CONFIDENTIALITY

8.1 Any employee of the Alberta Ecology Corps subject to this order, whether he has subscribed to the official oath included in the Public Service Act or not, who without due authority makes known or discloses any matter which comes to his knowledge by reason of his employment, shall be liable to suspension or dismissal.

INTERPRETATION

9.1 Where a dispute arises as to the application or intent of this order, the matter shall be referred to the Executive Director for submission to the Minister.

_____

J. Donovan Ross, Minister
Department of Lands and Forests

_____

(Date)

REFER TO FILE NO

GOVERNMENT OF THE PROVINCE OF ALBERTA

DEPARTMENT OF MUNICIPAL AFFAIRS

ADDRESS REPLY
THE DEPUTY MINISTER OF MUNICIPAL AFFAIRS
EDMONTON, ALBERTA

MUNICIPAL AFFAIRS BUILDING
10363 - 108 STREET
EDMONTON, ALBERTA

April 23, 1971

The Municipal Secretary
of all Cities, Towns, Villages,
Summer Villages, Counties and
Municipal Districts

Re: Student Employment
Alberta Ecology Corps.

Further to Premier Strom's letter to your Mayor or Reeve, wherein he advised of the Alberta program for student employment, I outline hereunder the terms and conditions of the program as it relates to projects carried out by municipalities.

Applications

Applications can be submitted on the approved form, copy of which is attached and should be forwarded to the undersigned by April 30th. It is realized that notice of the program has been rather short and we are therefore prepared to consider applications that may be received shortly after April 30th, however, every effort should be made to meet that deadline.

General Terms and Conditions
Acceptable Projects

The projects should be those that have some lasting benefit and may include tree planting, landscaping, improvement of streams, rip rapping and other bank work, development of recreation grounds, fencing of public lands, painting and repair of municipal buildings and facilities and other municipal projects that have a high labor content and result in the creation of new facilities and the improvement of existing facilities. In certain projects such as tree planting and landscaping continuing care and maintenance is

. . /2

required. In such cases one or more student employees as may be required can be retained to ensure that the newly planted trees and landscaping, etc. are given the care needed to produce good results.

Duration of Project

In order to minimize transportation costs and to provide the greatest amount of work possible, projects should run for at least one month and longer if possible.

It is realized that some projects such as boulevard tree planting will be relatively short in duration, however, where possible such work should be coupled with other needed projects to provide the longer term job. Requests for the number of employees should be consistent with the idea of providing a reasonable length of job.

Project Staffing

The Province will provide the student-employees and will make every effort to assign them to projects in or near their normal place of residence. It will be appreciated however, that with employee selection on a computerized basis, we may not always be able to assign students to their "home" municipality.

Municipalities having approved projects will at the time of the assignment of students to their projects, receive details regarding hours of work, lost time and other related matters.

Payment of Wages

Each municipality will pay the student-employees on a twice monthly basis at the rate of $250.00 per month. Each student will also be paid $1.50 per day living allowance if he is staying at home or $3.00 if he is not. Incidental costs of transportation and supervision within the municipality would be a municipal responsibility.

The Municipality may submit claims for reimbursement of student wages and living allowance on a monthly basis or at the conclusion of a project as it prefers. Claims for reimbursement

. . /3

are to be made on the forms that will be provided later to those municipalities having approved projects. No payroll deduction other than Canada Pension and Canada Income Tax (where appropriate) are required and no Workmens Compensation Board assessment need be paid by municipalities. Student-employees are covered in that regard by arrangements between the Province and the Compensation Board.

Note: Re - Room and Board

We earnestly request the full co-operation and assistance of municipal councils, staff and indeed the entire community in arranging for room and board in private homes for students employed on municipal projects. We do so for the reasons that (a) the student living allowance of $3.00 per day would in most cases pay his entire costs of room and board in a private home, thus allowing him to save his wages and (b) a student would during the time he is in a municipality be made to feel at home in the community and be encouraged to participate in community sports and other activities. We believe communities can do a good job in this regard and we would certainly encourage them to do so.

Trees

The Province is prepared to provide within the limits of its supply trees suitable for boulevard and park planting. Boulevard trees of 4' - 6' in height can be obtained while the supply lasts at the Lacombe Nurseries, Lacombe. Those trees will be free of charge and the municipalities are requested only to be responsible for the cost of transporting them from the nursery to the municipality, either with their own trucks or by other arrangements. The smaller trees and shrubs suitable for planting in parks and other public areas are available at no cost from the Provincial Tree Nursery at Oliver. Requests for trees should be made to P.D. McCalla at the Plant Industry Division, Department of Agriculture, Edmonton. Transportation of these trees is also to be a municipal responsibility.

There may be opportunities for municipalities to obtain suitable boulevard trees in the 4' - 6' height range from nurseries or other private sources. If this can be arranged and it may be more convenient in many cases to do so, the Province is prepared to

. . /4

contribute $1.50 per tree toward their cost. To be reimbursed on this basis, a municipality must forward a claim to the Province supported by a certified copy of the invoice from the nursery, person or agency from which the municipality purchases the trees. An information sheet related to trees is attached to this letter.

General Comments

There undoubtedly will be questions arise in respect to the program that are not covered in this letter. Enquiries are welcomed and will be given immediate attention. Questions should be directed as follows:

General Information	W. D. Isbister, Assistant Deputy Minister, Department of Municipal Affairs, 10363 - 108th St., Edmonton, Alberta	Phone 424 9588
Personnel	Mr. Lloyd DeVore, Executive Director, Alberta Ecology Corps, 1st Floor, Financial Building, Edmonton, Alberta	Phone 423 3267
Trees and Shrubs	Mr. P.D.R. McCalla, Head, Horticulture Branch, Department of Agriculture, Agriculture Building, Edmonton, Alberta	Phone 229 4526
Claims for Reimbursement	Mr. A. McCallum, Administrative Accountant, Department of Lands & Forests, Natural Resources Building, 109th St. & 99 Ave., Edmonton, Alberta	Phone 229 3404

Yours very truly,

W. D. Isbister

Assistant Deputy Minister

Project No. _____

GOVERNMENT OF ALBERTA

Alberta Ecology Corps

(Municipalities)

1. Municipality

   Address

2. Description and location of project

3. Expected date of commencement	4. Expected date of completion
5. Number of persons to be employed	6. Number of man-days of work
7. Total cost (excluding Ecology Corps salaries)	8. Cost of materials only
9. Project supervisor supplied by municipality Yes ☐ No ☐	10. Living accommodation available in municipality Yes ☐ No ☐

Additional Comments

It is hoped that wherever possible municipalities will utilize Ecology Corps services for the period May 1st to August 31st. However, it is expected that a large group of students will be available in early June due to the longer school year at the technical institutes.

Planting Recommendations:

For trees 4 feet to 8 feet in size it is necessary to dig a planting hole 24 inches in diameter. Plant the trees at the same depth as the tree grew at the Nursery. Use fertile dirt for back-filling. Establish a 6 foot stake 4 inches away from the tree and fasten the trunk to the pole with a loop of wire that is enclosed in a section of garden hose to prevent bark cutting. Water thoroughly.

Selection of Varieties:

It is recommended that the listed varieties be used in homogeneous types of plantings. Therefore, do not intermix the varieties along one boulevard or street, but use one variety along one street, and another variety elsewhere.

Early Maintenance:

Landscape beauty depends on people. Therefore inform your community about the efforts to beautify their neighborhood. These newly planted trees should not be molested; the trees require periodic watering during the summer.

Yours truly,

P. D. McCalla, P.Ag.,
Head, Horticulture Branch

PDM/rl

ECOLOGY CORPS

Alberta Department of Agriculture

ANIMAL INDUSTRY DIVISION

Dairy and Food Laboratory
O.S. Longman Laboratory Building, Edmonton.

Title	No. of Students	Sex	Program	Location	Cost
Pesticide Residue Analysis	2	Male or Female	Behavior of pesticides during clean-up and separation procedures.	Edmonton	$2,900.
				TOTAL =	$2,900.

ECONOMICS DIVISION

Title	No. of Students	Sex	Program	Location	Cost
Library Assistance	1	Male or female	Research material for reports and articles.	Edmonton	$1,400.
Altitude Perception Study on Environment and Agriculture in Urban Dwellers	2	Male or female	Literature research, model design and interviewing.	Edmonton	$2,800.
* Computer Programming	1	Male or female	Routine programming tasks.	Edmonton	$1,400.
Social Costs of Food Packaging and Waste Disposal	2	Male or female	Literature research, model design and interviewing.	Edmonton	$2,800.
Economics of Horticulture and the Environment	3	Male or female	Literature research, model design and interviewing.	Edmonton	$4,200.
Beef Production Research	1	Male or female	Recoding and assembling available data to facilitate analysis.	Edmonton	$1,400.
Economics of Agriculture Pollution	2	Male or female	Literature research and measures of costs and returns.	Edmonton	$2,800.
				TOTAL =	$16,800.

*Student must be a computing science student. Others from any discipline.

Cont'd.

EXTENSION & COLLEGES DIVISION

Title	No. of Students	Sex	Program	Location	Cost
Agricultural College	3	Male or female	Grounds improvement.	Olds	$4,080.
Agricultural College	3	Male or female	Grounds improvement.	Vermilion	$4,080.
Agricultural College	3	Male or female	Grounds improvement.	Fairview	$4,080.
Stream Pollution Survey	6	Male	Continuation of a 1970 project. To determine if feedlots are contaminating streams.	Edmonton Red Deer Calgary	$8,160. + $2,700. (travel expenses)
				TOTAL =	$23,100.

PLANT INDUSTRY DIVISION

Ecological Survey	8	Male or female	Ecosystem study including collection & preservation of plants, diseases, insects, small animals, etc.	Edmonton	$14,480.
* Evaluation of Mercury in Predators	1	Male	Study and collection of coyote and other predator samples for mercury analysis.	Edmonton Lethbridge	$ 1,960.
* Ground Squirrel Ecology	1	Male	Study of population dynamics of Richardson's ground squirrel.	Rochester	$ 1,560.

*Training in biological sciences preferred. Male students preferred due to work conditions and type of accommodations.

** Ecology of Bee Diseases	6	Male	Study effects, distribution & extent of bee diseases to Alberta apiculture industry.	Edmonton	$13,200.

Cont'd.

Title	No. of Students	Sex	Program	Location	Cost
Ecology of Leaf-Cutter Bee	1	Male or female	Study of adaptability of leaf-cutter bee.	Edmonton	$ 1,190.
** Regional Plant Industry Ecology Demonstration	4	Male	Assist in demonstrations in Regional variety surveys and adaptabilities - Field crops, weeds, crop protection.	Edmonton Fairview Red Deer Calgary	$ 8,800.
**Each student will need a vehicle at $7.00/day to 120 days. Also, temporary domicile accommodation $3.00 per day for 120 days.					
Provincial Tree Nursery	15	Male or female	Assist in the production of coniferous and deciduous trees for the Department of Agriculture shelterbelt program and Department of Lands & Forests reforestation program.	Oliver (Edmonton)	$21,000.
Alberta Horticultural Research Center	10	Male or female	Shelterbelt renovation, tree planting, beautification of Center and area.	Brooks	$14,000.
*** Trace Minerals Study of forage and potato crops	2	Male	Collection of plant samples and sample preparation in laboratory.	Edmonton	$ 2,600.
*** Crop response on Acidic Soils	2	Male	Field plot helpers, sample preparation.	Edmonton	$ 2,800.
***Male university students with farm experience in Biology-Agriculture preferred.					

Title	No. of Students	Sex	Program	Location	Cost
Ecology of Aquatic Plants	1	Male	Survey and investigations of aquatic plants in recreational lakes.	Lake Wabamun, Lake Isle (+ others)	$ 1,850.
Forage project	1	Male	Study of plant competition on forage production.	Edmonton, Peace River Region	$ 1,975.
Shelterbelt and Nursery Tree Project	1	Male	Evaluate effect of removal of undesirable vegetation on growth of shelterbelt and nursery trees.	Edmonton area	$ 1,650.
Biological Weed Control	1	Male	Study effects of introduced insects for biological control of toad-flax.	Beaverlodge	$ 1,860.
Noxious Weed Survey	2	Male	To survey & evaluate extent and effects of weeds and other undesirable vegetation on Crown & industrial lands.	Edmonton area	$ 3,720.
				TOTAL =	$92,645

VETERINARY SERVICES DIVISION

Diseases and Parasites of Wildlife	2	Male or female	To act in technical capacity in processing of wildlife specimens & to aid in the establishing of a centralized wildlife filing & reporting system. All domestic animals are currently incorporated into a computerized data retrieval system.	Edmonton Lethbridge	$ 2,800.
GRAND TOTAL	87 STUDENTS				$138,245.

ALBERTA ECOLOGY CORPS CLAIM FORM

MUNICIPALITY– _____

PROJECT DESCRIPTION _____

PERIOD FROM– _____ 197 TO _____ 197

PROJECT NO. _____ CLAIM NO. _____

(1) NAME OF ALBERTA ECOLOGY CORPS MEMBER	(2) SOCIAL INSURANCE NUMBER	(3) TYPE OF WORK	(4) HOURS	(5) RATE OF PAY	(6) AMOUNT EARNED	DEDUCTIONS (7) C.P.P.	DEDUCTIONS (8) OTHER	(9) NET EARNINGS	LIVING ALLOWANCE ROOM AND BOARD (10) NO. OF DAYS	LIVING ALLOWANCE ROOM AND BOARD (11) RATE	(12) LIVING ALLOWANCE	TOTAL PAID TO MEMBER FOR PERIOD (13) CHEQUE NO.	TOTAL PAID TO MEMBER FOR PERIOD (14) AMOUNT	(15) CERTIFICATE OF MEMBER	(16) ROOM AND BOARD PROVIDED	FOR OFFICE USE ONLY
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
				$1.442												
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				$1.442												
				$1.442												
				$1.442												
	TOTALS															

I HEREBY CERTIFY THAT EACH ALBERTA ECOLOGY CORPS MEMBER WHOSE NAME APPEARS HEREON HAS WORKED OR BEEN AVAILABLE FOR WORK FOR THE NUMBER OF HOURS SET OPPOSITE HIS (OR HER) NAME.

_____
(FOREMAN OR TIMEKEEPER ETC.)

I HEREBY CERTIFY THAT WAGE AND LIVING ALLOWANCE PAYMENTS HAVE BEEN MADE AND ROOM AND BOARD SUPPLIED AS INDICATED ON THIS CLAIM FORM IN CONNECTION WITH ALBERTA ECOLOGY CORPS PROJECT NO. _____ AND THAT THESE PAYMENTS WERE IN ACCORDANCE WITH THE TERMS OF THE AGREEMENT ENTERED INTO WITH THE ALBERTA ECOLOGY CORPS RELATING TO SUCH PROJECT.

_____
SECRETARY–TREASURER

CLAIM SUMMARY

A. GROSS WAGES–TOTAL AMOUNT EARNED (6) _____

B. CANADA PENSION PLAN–EMPLOYERS CONTRIBUTION (7) _____

C. LIVING ALLOWANCES PAID (12) _____

D. ROOM AND BOARD SUPPLIED FOR WHICH REIMBURSEMENT IS CLAIMED. (16) _____

TOTAL CLAIMED $ _____

NOTE.

I WAGE PAYMENTS ARE TO BE CALCULATED AT $1.442 PER HOUR ON BASIS OF 40 HOURS PER WEEK. THIS IS EQUIVALENT TO RATE OF $250 PER MONTH AS AUTHORIZED BY THE ALBERTA ECOLOGY CORPS PROGRAM, 1971.

II LIVING ALLOWANCE PAYMENTS ARE TO BE PAID AT THE RATE OF $1.50 PER CALENDAR DAY WHEN HE (OR SHE) IS LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE OR $3.00 PER CALENDAR DAY WHEN HE (OR SHE) IS NOT LIVING AT HIS (OR HER) NORMAL PLACE OF RESIDENCE EXCEPT WHERE HE (OR SHE) IS BEING PROVIDED WITH ROOM AND BOARD AT THE SITE OF HIS (OR HER) EMPLOYMENT. THE COST OF ROOM AND BOARD WHEN PROVIDED SHALL BE REIMBURSED AT THE RATE OF $3.00 PER CALENDAR DAY PER MEMBER TO THE MUNICIPALITY PROVIDING SUCH ROOM AND BOARD.

III DEDUCTIONS. CANADA PENSION PLAN DEDUCTIONS WILL APPLY TO ALL MEMBERS. IN MOST INSTANCES IT IS ANTICIPATED THAT MEMBERS' EARNINGS WILL NOT BE SUBJECT TO INCOME TAX AND THAT THIS WILL BE INDICATED ON THEIR T.D.1 FORMS. HOWEVER, IN THE EVENT THAT A MEMBER DECLARES THAT HE (OR SHE) WILL BE TAXABLE THE APPLICABLE AMOUNT OF INCOME TAX DEDUCTION BASED ON THE TOTAL OF "AMOUNT EARNED" AND "LIVING ALLOWANCE" OR "ROOM AND BOARD PROVIDED" WILL BE ENTERED IN THE DEDUCTION COLUMN HEADED "OTHER" AND IDENTIFIED BY THE LETTERS (I.T.). UNEMPLOYMENT INSURANCE AND WORKMEN'S COMPENSATION DEDUCTIONS AND PAYMENTS DO NOT APPLY TO ALBERTA ECOLOGY CORPS MEMBERS. MEMBERS AS EMPLOYEES OF THE PROVINCE ARE AUTOMATICALLY COVERED FOR WORKMEN'S COMPENSATION.

SUBMIT TO–ALBERTA ECOLOGY CORPS, ROOM 415, NATURAL RESOURCES BUILDING, 109 STREET & 99 AVENUE, EDMONTON, ALBERTA

D.P.C.

5272

GOVERNMENT OF ALBERTA

OFFICE OF THE PREMIER

PRESS RELEASE

Date and Time of Release: 3:00 P.M., THURSDAY, FEBRUARY 25, 1971.

INTRODUCTION

In view of my Government's concern with the employment situation and the general economic climate, I wish to announce a multi-million dollar Capital Development Program that will provide an estimated 118,000 man days of employment. This program will create employment in capital development projects throughout the province, providing jobs for thousands of Albertans. I will outline some of these projects:

1. ALBERTA ECOLOGY CORPS

This program will provide summer employment for students attending Alberta's post-secondary institutions (universities, colleges and technical institutions). The Alberta Ecology Corps will be involved in a variety of conservation and environmental programs that provide long-term benefits and improvements. These will include:

(a) Tree planting and developmental work in the four new provincial parks located at Moose Lake near Bonnyville, Gregoire Lake near Fort McMurray, Jarvis Bay at Sylvan Lake and Police Outpost near Cardston.

(b) Municipal improvement programs, including tree planting, landscaping, roadside beautification, and local park and recreation improvements. The municipalities will be invited to utilize Ecology Corps services in their communities. Approximately 40 percent of the Ecology Corps program will be assigned to these municipal programs.

(c) Camp construction and development for special youth programs, outdoor leadership programs, and recreation programs for handicapped and mentally ill.

(d) Construction and development of major hiking trails in various areas of the province.

The Alberta Ecology Corps will employ 1,000 students for 84,000 man days in projects costing two million dollars.

2. ALBERTA FOREST SERVICE DEVELOPMENT

These projects will consist of development and major improvements to Alberta Forest Service facilities. The projects will involve some 16,800 man hours of work at a cost of $520,000.

3. PROVINCIAL PARK DEVELOPMENT

In addition to the development work of the Alberta Ecology Corps in the four new provincial parks, 6,000 man days of work will be provided in existing provincial parks. These projects will cost approximately $300,000.

4. HIGHWAYS BRUSH-CLEARING AND ROADSIDE IMPROVEMENTS

On these projects $300,000 will be expended for the clearing of brush and general roadside improvement. An anticipated 6,000 man days of work will be provided in projects throughout the province.

5. SENIOR CITIZENS' HOMES

Four Senior Citizens' Homes will be constructed in addition to the two homes already anticipated in the budget. The construction of these homes will cost $1,800,000 and provide 3,000 man days of employment.

6. YOUTH RECEIVING AND DETENTION CENTRE FOR JUVENILES AT GRANDE PRAIRIE

This facility will be developed at a cost of approximately $280,000 and will provide 525 man days of employment.

7. PARKING STRUCTURE AT SAIT

This structure to be built at a cost of 1.2 million dollars will require an estimated 2,250 man days of employment to complete.

Loans from a special fund will be sought to finance these programs. The above programs will involve 118,000 man days of employment.

In addition to the above, other government departments will be hiring this summer. A central co-ordination office will be set up to place summer staff above and beyond regular staff.

A Student Enterprises Fund will also be established.

These efforts, together with our regular programs and new industrial and tourist endeavours, will help Alberta's growing economy remain strong and healthy.

ALBERTA ECOLOGY CORPS

REPORT OF THE
ALBERTA DEPARTMENT OF AGRICULTURE

The Branches in the Department who employed Ecology Students have all reported directly to the Director. The following brief report summarizes the problems which arose in the administration of the policy by this office:

(1) Programs organized too late -- insufficient notification period prior to the member's commencement of employment. Some students never showed up for work thus requiring a replacement causing further delay and even cancellation of several projects because it was too late.

(2) Most supervisors of projects wanted more background information on the students assigned to their projects -- i.e. education, previous experience in their line of work, etc. -- Unable to supply same.

(3) More complete directions to supervisors of projects regarding the completion of forms required -- many never employed seasonal staff before and had no idea as to procedure -- therefore the statement to "complete in normal manner except for" -- didn't help them.

e.g. commencement forms (an example of a completed form could
time certificates be provided)

(4) Difficulty in interpreting some regulations; and lack of information on others; i.e. sick leave, loss of time, overtime for lost time, etc.

(5) Wage rate, board allowance, guaranteed 40 hour week, payment for travel to and from place of work, and payment of statutory and civic holidays, created considerable problems with our own seasonal staff.

i.e. - our seasonal staff wage rate (SEE ATTACHED).

- they are not allowed board allowance.
- get paid for hours worked only -- do not get paid if sent home due to rain, etc.
- are not paid for travel to and from work.
- are not paid for statutory, civic holidays, etc. (but they are paid a certain percent holiday pay on a monthly basis)

(6) Regulations on dismissing or terminating an employee - not clear to supervisor of projects.

e.g. - the one student at the Provincial Tree Nursery.
- another student from the Health Pollution Control Lab.
- Unclear as to procedure and possible conditions for dismissal of an employee.
- There are presently 5 employees not terminated. Their time certificates were completed at the time of termination but had not been signed by the employee. These had to be returned by mail thus causing considerable delay in processing their final cheques. A few left no forwarding address.

All supervisors who were responsible for the students hope that a summer employment program will be continued in 1972.

SUBMITTED BY: P.D. McCalla

MEMORANDUM Alberta Horticultural Research Center
Brooks, Alberta

RECEIVED
PLANT INDUSTRY
JUN 25 1971
ALBERTA DEPT. OF AGRICULTURE

FROM: A.O. Olson

YOUR FILE NO.:

TO. Mr. P. D. McCalla, Head,
Horticulture Branch.

DATE: June 23, 1971

As Ecology Corps students are now being paid more than our regular seasonal staff, who have considerably more expertise, I would like to request that we increase these employees wage rate effective the end of this pay period (commencing June 24).

The present rate of $1.75/hour is $148.40 per pay period for Center employees. (This includes the holiday pay.) Present rate for Ecology is $1.442/hour or $115.36 per pay period plus $42.00 for board, which equals $157.36 per pay period. This makes a difference of 11.2¢ per hour, and we propose to change the Center's rate to $1.87 per hour (or $158.58 per pay period including holiday pay).

This increase would have been required due to the upcoming change in minimum wage, and will involve all seasonal employees. Total cost for the remainder of the year for the required increase will be approximately $3,200 and should be covered by the vacancy discount we estimated for.

A listing of personnel and proposed rate changes is attached.

I would appreciate your expediting approval for this increase.

A.O. Olson
Director

AOO/bz

Att.

REVIEW OF THE ALBERTA ECOLOGY CORPS

The Corps received a total of 3,728 applications from eligible applicants. Of this total 3,711 received formal offers of employment, or about 99.8% of all eligible applicants. Nineteen students were not offered employment for various reasons.

A total of 1,707 student positions were established. (This was 407 more positions than were originally planned for) The 1,707 student positions were occupied by a total of 1,917 students. (210 being replacements for those students who resigned for various reasons) Employment period varied from four months to three weeks, depending on the; students availability, the positions establishment date and turnover of students occupying the positions.

The project established under the Corps varied in student numbers from one student to sixteen students. Local government employed 896 students in the 184 projects established. Provincial departments employed 811 students in 154 projects. The total number of projects established were 338 projects.

In addition to the number of student positions established as a result of the Corps, support staff as cooks and crew supervisors were also employed. An estimate of support staff employed would be about 287 employees. The Alberta Ecology Corps Administration office also employed clerical staff through the Temporary Staffing Services which varied from eight to four girls as the work load dictated. A total employment figure as to the number of people finding employment as a result of the Alberta Ecology Corps would be 2,212 employees.

ALBERTA ECOLOGY CORPS
STUDENT QUESTIONNAIRE SUMMARY

The following summary of student questionnaires will indicate the overwhelming endorsement of the program by the students.

Project Body	No. of Quest. Returned	No. of Quest. Recommending Cancellation	No. of Quest. Undecided	No. of Quest. Recommending Continuation	Percentage of Continuation
Local Governments	263	4	9	250	94.3%
Dept. of Health & Social Dev.	11	-	-	11	100.0%
Dept. of the Environment	5	-	-	5	100.0%
Industry & Tourism	72	2	8	62	86.1%
Agriculture	32	-	-	32	100.0%
Lands & Forest Forestry	129	4	8	117	90.7%
Parks	70	-	3	67	95.7%
Fish & Wildlife	23	-	3	20	86.9%
Questionnaires Received after Summary was completed	43	-	-	43	100.0%
TOTAL RECEIVED	648				

Overall percentage of Cancellation 1.5%
Undecided 4.8%
Continuation 93.6%

Of all students employed only 37.9% submitted a completed Questionnaire.

ALBERTA ECOLOGY CORPS SUMMARY OF PROJECT SUPERVISORS REPORTS

Indications are that all departments except for Lands and Forests endorsed the program and would like to see it continued. The Lands and Forests objections came from the Forestry Branch where two forests out of the eight which participated, did not agree with the program. Their suggestions were "Give us the money and we'll do the job, better, less costly and with more satisfaction for the employee."

The local government program representatives have commented in favor of the continuation of the program. Of the 182 local government bodies which participated in the program, 93 have submitted reports. Of the 93 reports, 85 have indicated their desire to see the program continued, 12 did not indicate specifically as to their feelings, and one project representative does not feel the program should continue.

PART III RECOMMENDED CHANGES IF PROGRAM IS CONTINUED

1. Name of program changed. Alberta Student Conservation Corps
2. Starting date set as soon as possible (By the end of November 1971, if possible.)
3. Male-Female employee ratio set at 50-50.
4. Salary and room and board allowance
5. System of recruitment revised.
6. Policy handbook distributed to all project supervisors and student employees.
7. Percentage grant to local governments to assist with supervision costs. "10% of project cost (wages and room and board only) would be added to assist the supervision costs"
8. Scope of Corps broadened to include items which are not ecologically oriented.
9. Once program continuation is confirmed, meetings with the following:
   1. Labour unions
   2. Students (as many as possible)
      (a) Universities
      (b) Technical Schools
      (c) Colleges
   3. Local governments
   4. Provincial departments
10. Correspondence with Opportunity for Youth Programs, Ottawa - by Provincial Government.

SUMMARY OF ARTICLES SUBMITTED TO "ALBERTA, A LAND FOR LIVING"
under P.O. #103, Code 320, Dated August 30, 1971, a request for 1,000 word article on function and results of the Alberta Ecology Corps program.

ALBERTA'S ECOLOGY CORPS - EMPLOYMENT AND EDUCATION. by Ken Allen
ARTICLE 1.

In this feature the writer outlined the reason for, and the formation of, the Alberta Ecology Corps. (Para 1-2-3). The budget allowance, project proposal requirements, student eligibility, applications submitted, acceptance rate, and rate of pay were profiled. (Para 4-5-6-7)

Types of jobs in various departments were cited, and some of the problems encountered, both within the departments, and by the students were mentioned. The drop-out percentage and reason was given. (Para 8-9-10-11). Specifics on certain jobs, and comments of supervisors and students made up the body of the article. Both favorable and unfavorable comments were recorded.

A study was made of approximately three hundred student response sheets, plus personal contact with some thirty students. From these, the writer produced a general outline of their impressions, ideas for improvement, a student assessment of the jobs they were associated with, and a general assessment of the departments in which they worked. Again, favorable and unfavorable impressions were included. It also indicated that virtually all students desire to see the continuance of a similar type program

** (Specific reference to Para 2 page 4, and last two paragraphs page 5.)
ARTICLE 2

Upon submission of Article 1 aforementioned, the writer was informed the article was considered "too factual... more in the line of a report". It was suggested that it be re-written with more reference to specific job highlights, emphasizing favorable student reactions, and 'phasing in' employment figures in relation to various departments. Controversial or unfavorable comments were to be minimized or omitted and references to political implications, or government organizational problems were considered unnecessary. Student improvement ideas, and their evaluation of the various departments were not to be included. In brief, this article gives the reason for the ecology corps, some insight into the type of work being done, favorable comments of the students, and a few employment figures.

con't.....

It is the opinion of the WRITER that Article 2. is NOT a true picture of the Ecology Corps or it's operation. In short, it is a whitewash job! Since there was no serious defects in the program, and student reaction expressed the desire to see the continuance of such a project, the writer feels 'glossing over' was unwarranted, not in the best interest of the potential reader, and unfair to the taxpayer.

(No acceptance of either article has been indicated by the editor, and no payment has been made by the department)

The writer is prepared, with material at hand, and permission for additional research, to produce a 2500 word feature, following the basic format of Article 1, for use by the Government, or for presentation to a Canadian magazine. The writer feels this was a good program, subject to some improvement, and should be publicized and continued. Your consideration is appreciated.

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

April 20, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members:

C. J. Huckvale	T. R. Vant
D. W. Rogers	V. E. McCune
R. A. Splane	W. D. Isbister
L. G. deVore	T. A. Drinkwater
P. D. McCalla	H. M. Ryhanen
Dr. V. A. Wood	A. McCallum
R. G. Kerr	
G. Acorn	C. G. Campbell

Dr. Ross explained that it was the intention to have the Management Committee approve all projects. The main purpose of this meeting is to consider and approve a number of projects and to discuss other Ecology Corps business.

DRAFT ORDER-IN-COUNCIL SETTING OUT OPERATIONAL PROCEDURES

Section 2 (2): It was agreed that employees would be hired as wage employees but they would not come under The Public Service Act and the Minister will establish by Order the terms and conditions of employment. They are required to pay Canada Pension, and those who will be earning sufficient money will have to pay income tax. Holiday pay will not be paid. It was agreed that a letter should be drafted by Mr. McCallum to the Workmen's Compensation Board to ensure that these employees will be covered under the Workmen's Compensation Board Act.

All Ecology Corps employees will be Provincial Government employees even though they may be working on Municipal or private organization projects.

Section 3: Add words "tourist information programs" to this section.

Section 4 (2) (c): It was decided to amend this to read:
"the cost of transportation by the most economic means from his Alberta residence to his initial site of employment and return upon successfully completing the work season".

Section 5 (2) (a): It was agreed to strike out the last 4 words of this sub-section.

GENERAL DISCUSSION

1. In reply to a question from Mr. Vant, Mr. deVore stated that departments would not be involved in the selection procedure.

2. (a) The cost of moving the crews from one Municipality to another will be paid by the Ecology Corps Branch.

(b) Municipalities are obliged to provide room and board to the employees. The Government will reimburse the municipalities to a maximum of $3.00 per employee per day.

3. Mr. Acorn asked what type of job certification would be required by the Audit. He was advised that time certificates should be certified by a supervisor in charge of the work. This stipulation will be included in the agreements which will be signed by the Ecology Corps and the Municipalities or private organizations.

A modification of the present time certificate will be used to pay the students.

4. Normally the Municipalities and private organizations will be responsible for supplying tools, materials and equipment without reimbursement from the Government.

5. Dr. Ross stated that all available Government equipment resources should be used before renting equipment from outside sources.

6. Mr. Huckvale agreed that a Direct Purchase Order or some other kind of emergency order could be used in order to purchase emergency materials to set up camps. However everything that can be purchased through the normal channels should be done that way.

7. Mr. Ryhanen advised that no tents are available from the Emergency Measures Organization. The Armed Forces are checking to see if they can let us have any tents on a loan or rental basis.

8. Approximately 400 girls have applied for employment and it was agreed that an effort should be made to hire as many of these as possible.

9. It was agreed that a press release should be prepared to publicize the approved programs.

10. Mr. deVore asked that he be supplied with lists of the project starting dates and locations as soon as possible.

11. Mr. Ryhanen stated that the map showing the project locations is ready. The approved projects will be entered on the map and brought to the next meeting. It was agreed that the map should be retained in Mr. deVore's office.

12. The next meeting of the Management Committee is to be held on April 27th at 8:30 a.m. in the Financial Building.

13. Next meeting of the Task Force to be held in Dr. Ross' office at 8:30 a.m. April 22nd.

14. Attached is a copy of Order-in-Council No. 692/71 which has now been passed, and also a copy of O.C. 689/71 transferring funds.

PROJECTS

Forestry

The five projects submitted by the Alberta Forest Service were approved by the Management Committee.

Fish and Wildlife

All Fish and Wildlife projects were approved except the Librarian. The cost figures will be adjusted to include transportation, contingency, etc.

Parks

The first five projects will be of four months' duration. The last four projects will be for about three to four weeks but the students employed on these projects can be transferred to others. Approved.

Industry and Tourism

Mr. Vant explained two proposed projects from their Department. One involves the up-dating of a survey that was conducted in 1966 on non-resident travel in Alberta. This program would involve 45 students for four months and if carried out as proposed would cost approximately $100,000. It was agreed that while the gathering of tourist information by students might be an acceptable program, the hiring of consultants and the expenditure of capital money would be doubtful.

The second project involves heavy capital expenditure and could accommodate 117 students for an on-going program of providing information centres throughout the Province at border crossings and in Parks. This would involve the construction of nine permanent structures at a cost of $18,000 each plus six temporary structures costing $8,000 each.

Both of these programs could be staffed by female students.

After some discussion it was agreed that these projects should be taken back to the Minister of Industry and Tourism for reconsideration and possible submission to the Cabinet.

Department of Agriculture

Although no specific programs were presented to the meeting for approval, Mr. McCalla stated that 140 students could be used on projects in the Department of Agriculture mainly in Water Resources work.

Department of Highways

Mr. McCune did not have any projects to submit to this meeting.

Department of Social Development

In the absence of a representative from this Department, Dr. Ross reviewed a written submission of their proposed projects.

In the discussion, Mr. Huckvale questioned the advisability of some of these projects being handled by Social Development. He felt that the government should not be providing facilities for private organizations. Instead he suggested that the private organizations should provide the materials with the Ecology Corps supplying the staff to build the facilities. Dr. Ross agreed that the submission should be returned to the Department of Social Development with the request that it be reviewed by them and a representative from that department should report back to the next meeting.

Dr. Ross confirmed April 30th as the cut-off date for receipt of applications for projects from Municipalities and private groups with the possibility of extending this date for about one week.

Mr. Huckvale asked whether or not the Department of Public Works had submitted any projects. Also the possibility of projects under the Department of Youth, Health and Environment could be investigated. It was agreed that this should be done.

ECOLOGY CORPS

TASK FORCE MEETING

April 22, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members: Dr. V. A. Wood
D. E. Massig
W. D. Isbister
T. A. Drinkwater
L. G. deVore
H. M. Ryhanen
P. D. McCalla
A. McCallum

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1. Dr. Ross explained that the space in the Financial Building was being rented for the Ecology Corps on a month-to-month basis at the rate of $994 per month.

2. It was agreed that press releases should be issued about once a week to keep the public informed about the Ecology Corps program.

3. Mr. Isbister stated that he had been provided with sufficient assistance to carry on his end of the program. Now that the Order-in-Council has been signed, they are ready to proceed.

It appears that the municipalities are prepared to accept our terms of employment. Our apprehensions that they may not be prepared to provide room and board in some cases may have been unfounded. Dr. Ross suggested that service groups in local areas might be willing to assist with the students. Mr. Isbister agreed that this would be a good approach.

4. The possibility of a municipality wishing to pay students above the $250 rate was raised by Mr. Isbister and discussed. Many difficulties might be encountered if the extra money was given to the students in the form of wages. It was agreed to make a strong recommendation against municipalities paying additional money to students for wages. It would be preferable to hire additional students with the extra money.

5. Mr. Isbister stated that the letter to municipalities outlining the ecology program will be mailed by April 23. Proposed projects are to be submitted by municipalities by April 30 but this date will be extended in view of short notice. Programs from private organizations will only be considered if there is student manpower and money left after allotting government and municipal programs.

6. Mr. deVore stated that he felt that the selection of the students was done in a fair manner under a computer system. Municipalities will have to realize that they may not always get students from their own localities. However it was agreed that it would be best to place local students in their own areas where possible.

7. Mr. deVore stated that the April 10th deadline for receipt of application for employment has been adhered to.

8. Dr. Ross advised that he would approach Mr. Reierson of the Department of Labour to ascertain if the employment of students in the Ecology Corps will cause any problems as far as their regulations are concerned, or with labour unions.

9. Dr. Ross stated that no commitment had been made by Mr. Schmidt's office regarding the proposal of the Calgary Students Union group to make a film about student unemployment. It was agreed that this group should make their application to the Ecology Corps.

10. It was agreed that all programs should be submitted in written form for approval by Dr. Ross. Dr. Ross asked that he be provided with an up-to-date account of how many students were being employed, the projects they were being employed on and running account of showing the balance of funds available. The location of student camps will be pinpointed on the ecology map.

11. It was agreed to establish the rate of pay for student cooks at $475 per month plus the subsistence allowance. Mr. Ryhanen stated that the Alberta Forest Service could place a number of these cooks.

12. It was agreed that the students employed under the Ecology Corps program should be informed that they will be paid on a two-week basis and advised that they cannot expect to receive any cheque for possibly several weeks after commencing employment.

13. Mr. deVore stated that the Fish and Game Association will be submitting a program through Gordon Kerr which involves mud sampling. They will provide transportation and equipment to do the work. All they require from us is the student manpower.

14. Mr. Ryhanen stated that North Western Pulp and Power Company representatives had inquired about the ecology program. It was agreed that any program of this type would be of the lowest priority.

15. Mr. deVore stated that the employment of 1,300 students would probably exhaust the available funds of 2.82 million dollars. It was felt that additional funds should not be considered until or unless additional acceptable projects could be established.

16. It was agreed that the employment of girls at ranger station offices to do general office work could be submitted as a possible acceptable project.

17. Mr. Drinkwater stated that he could use 3 crews of ten or 6 crews of five for tree planting in provincial parks and this work could possibly be done by girls.

18. Mr. McCalla advised that he could obtain 4' to 6' trees of several species from Lacombe Nurseries for approximately $1.50 per tree. After some discussion it was agreed that Mr. McCalla should make a commitment to Lacombe Nurseries for the purchase of 5,000 trees by the Ecology Corps to be picked up by municipalities with their own vehicles. Additional trees can be purchased by municipalities from Lacombe or other Nurseries and the Ecology Corps will reimburse the Municipalities up to $1.50 per tree for these larger trees. Mr. McCalla agreed to write a letter to the tree nursery association asking them to advise their members of what is being done under this program.

In addition to the larger trees, the Department of Agriculture will be receiving 800,000 small trees, 2 to 3 feet high from Indian Head, Saskatchewan. These will be available to municipalities free of charge and can be picked up at the Oliver Nursery.

19. The Department of Agriculture will be submitting proposed programs for 100 students to the management committee meeting on April 27.

20. The next meeting of the Task Force will be held on Thursday, April 29 in Dr. Ross' office commencing at 8:30 a.m.

ALBERTA ECOLOGY COR. MANAGEMENT COMMITTEE

MEETING - April 27, 1971 - FINANCIAL BUILDING

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 2	Town of Wainwright	Boulevard landscaping, grassing and tree planting.
M 3	Town of Three Hills	Beautification of cemetery, development of playground, picnic camp area.
M 4	Town of Sylvan Lake	Tree planting, development of park and painting of municipal buildings.
M 5	Town of Coronation	Park & recreational area development, tree planting.
M 6	Town of Athabasca	Park maintenance & development.
M 7	Town of Athabasca	Mowing grass, landscaping & seeding to grass, shrubs, brushing undergrowt in parks and litter removal.
M 8	Town of Bassano	Tree planting on boulevards, developing recreation parks & grounds.
M 9	County of Strathcona No. 20	Landscaping County Parks & school grounds.
M 10	New Town of Fort McMurray	Clearing underbrush & deadfall on MacDonald Island.
M 11	New Town of Fort McMurray	Clearing, brushing, landscaping and tree planting, Utility lots.
M 12	New Town of Fort McMurray	Brushing, clearing & some landscaping 2.83 ac. cemetery, golf course and fence nuisance ground.
M 13	New Town of Fort McMurray	Playground development, community centre grounds and parks.
M 15	Town of Cardston	Tourism promotion & historical intere project.
M 17	New Town of Rainbow Lake	Repair & painting of buildings and equipment.
M 19	New Town of Rainbow Lake	Beautification of parks & boulevards.

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 20	New Town of Rainbow Lake	Grassing of Berm.
M 21	City of Lethbridge	Develop open space areas in Oldman River Valley, clear brush & debris; develop trails and fence.
M 22	Town of Two Hills	Park & recreation grounds development, tree planting and boulevard development in smaller parks.
M 24	Town of Barrhead	Tree planting & general beautification.
M 25	Town of Mayerthorpe	Tree planting, park improvement.
~~M 26~~	~~County of Rainbow No. 16~~	~~Beautify parks.~~
M 27	Town of Drayton Valley	Planting trees & shrubs, mowing boulevards, playgrounds & parks.
M 28	New Town of Grande Cache	Landscaping boulevards, planting trees, landscaping new cemetery.
M 29	Town of Cold Lake	Operate public beach & picnic ground.
M 30	Town of Okotoks	River Park tree planting, brush cleaning, cemetery, tree planting, hedges, straighten grave markers.
M 31	Town of Oyen	Landscaping boulegard, redevelop & revise golf course.
M 32	Town of Strathmore	Tree planting, landscaping & grassing parks and boulevards.
M 34	Town of Highriver	Parks development project.
M 35	Town of Claresholm	Improvement to boulevards, park areas, cemetery.
M 36	City of Wetaskiwin	Construction of parks and playground facilities.

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 37	Town of Fort Saskatchewan	Buffer planting. - Pineview.
M 38	Town of Fort Saskatchewan	Buffer Planting - Sherridon Heights
M 39	Town of Fort Saskatchewan	Boulevard planting.
M 40	Town of Fort Saskatchewan	Buffer & ornamental planting Jubilee Recreation Centre grounds.
M 41	Town of Fort Saskatchewan	Buffer plant on mun. golf course.
M 42	Town of Fort Saskatchewan	Brushing & cleaning Ross Creek.
M 43	Town of Fort Saskatchewan	Maintaining projects.
M 45	Town of Innisfail	Tree & shrub planting at cemetery & fairgrounds, improvement of public park grounds.
M 44	" "	Expansion of Tourist Campsite.
M 47	Town of Stony Plain	Weed control program on road allowances.plant trees and grass boulevards & public parks.
M 48	County of Leduc No. 25	Beautification of 3 County lake parks, tree planting to screen nuisance grounds.
M 49	Town of Bonnyville	Landscaping, grass seeding and tree planting.
M 50	Town of Carstairs	Development of park, playground, & ball park.
M 51	Town of Castor	Park & boulevard development.
M 52	" "	Museum development.
M 53	Town of Coaldale	Town beautification. Water & sewer installations.
M 54	Town of Beaverlodge	Landscaping projects, parks & campsites.
M 55	City of Edmonton	Ravine clean up, reforestation, shelterbelt planting.
M 56	" "	Environmental control measures in ravine wilderness areas.
M 57	" "	Street tree inventory survey.

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 58	City of Edmonton	Shelterbelt planting & seedling transplanting.
M 59	City of Edmonton	Park-user survey.
M 73	" "	Engineering & biological study of effect of hot water discharge on river ecology & temperature between plants, assembly of air pollution data.
M 74	" "	Sampling & testing procedures re study & control of local environmental conditions.
M 75	" "	Tree planting & seeding main sewage treatment plant.
M 76	" "	Tree planting & seeding lagoons.
M 78	" "	Tree planting wouth reservoir.
M 79	" "	Levelling grounds, seeding & tree planting Water Treat. Plant.
M 80	" "	Levelling grounds, seeding, plantin trees - North Ed. water tank.
M 82	Town of Redwater	Trees for buffer zone, trees, shrubs, grass for swimming pool par
M 83	Town of Lacombe	Development of parks, paint street sign posts, clean & paint playgroun equipment, develop 2 ball diamonds, paint interior of ice centre.
M 84	Town of Lac La Biche	Planting trees and shrubs recreation centre and along lake shore, painting interior of rec. building.
M 85	Town of High Prairie	Two assistant recreation adm.
M 86	" "	Fencing an area 37,500 sq. ft.
M 87	Town of Fort Macleod	Landscaping 2 baseball diamonds. Planting trees, renewal of water intake area adjacent to Oldman Rive
M 88	Town of Fairview	Boulevard grounds development. Tree planting.
M 81	Town of Sedgewick	Tree planting, leveling & grassing boulevards, developing new cemetery and further park area. (Missed being ticked)

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 90	Town of Elk Point	Improvements to parks, cemetery and recreation grounds.
M 91	" "	Construction of arena.
M 92	Camp Whitney, St. Paul Presbytery, Elk Point	Improvement and modernization of Camp Whitney.
M 93	Town of Tofield	Planting grass, boulevards, cemeter recreation grounds, painting exterior buildings & general clean-up.
M 94	Town of Manning	Clearing underbrush & landscaping park area. Grassing hillsides & planting trees, boulevard.
M 96	County of Camrose No. 22	Improvement of recreation area & facility.
M 97	Town of Vulcan	Tree planting, boulevards, cemetery Civic Centre grounds, grass seeding boulevards.
M 98	" "	Installation of tourist map.
M 99	Town of Smoky Lake	Develop ravine park & sports ground
M 100	City of Lloydminster	Painting of recreation facilities.
M 101	" "	Cleaning & resetting headstones in cemetery.
M 102	" "	Vacant lot & property clean up.
M 103	" "	Boulevard construction, tree planting & bursery development.
M 104	Town of Provost	Improvements & new developments in 2 parks, sports ground, boulevards, tree & grass planting, etc.
M 105	County of Wheatland #16	Planting trees, cleaning up ditches. Development of 2 parks.
M 106	City of Grande Prairie	Tree planting.
M 107	" " "	Construction hiking trail.
M 108	" " "	City beautification program.
M 109	" " "	Boulevard reconstruction.

MUNICIPAL PROJECTS APPROVED

Project No.	Municipality	Type of Project
M 110	City of Grande Prairie	Power toboggan trail.
M 111	" " "	Construction summer camp.
M 112	" " "	City Park Design.

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

April 27, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members:

C. J. Huckvale	P. D. McCalla
D. W. Rogers	W. D. Isbister
R. A. Splane	A. McCallum
L. G. deVore	G. R. Kerr
R. G. Steele	G. B. Evans
D. E. Massig	R. H. Morrisette
T. A. Drinkwater	

Mr. Isbister moved adoption of the minutes of the April 20th meeting. Seconded by Mr. Drinkwater. Carried.

PROPOSED PROJECTS

DEPARTMENT OF HIGHWAYS AND TRANSPORT

Dr. Ross read a memo from Mr. McCune in which he advised that their department has not determined any straightforward projects that could be carried out by Ecology Corps employees. However Mr. McCune would like to keep the situation flexible to the extent that projects might be developed on short notice if feasible.

MUNICIPAL AFFAIRS

A number of programs submitted by towns, cities, counties and municipalities were submitted by Mr. Isbister. Some of these were approved in principle. (See attached list). The written format of these programs will be revised and submitted to the Chairman for approval.

It was agreed that municipalities should be advised that the Ecology Corps program is designed to provide employment for students for the whole summer. Their project submissions should be adjusted to form a pattern of continuity so that where possible, students can be moved from project to project allowing the employment of each student to last for the full season. Mr. deVore and Mr. Isbister are to work this out with the municipalities.

Mr. Isbister stated that in addition to the municipal programs, he had received about twenty proposals from non-government agencies, some of which may be doubtful. It was agreed that these low priority projects should be held in abeyance until other programs of higher priority are finalized.

LANDS AND FORESTS

(a) Forestry

Approval in principle was given for the hire of 20 female students at ranger district offices to provide office assistance on ecology crew projects and other general office work including typing, filing, radio operating, etc.

(b) Fish and Wildlife

1. The employment of 8 girls in regional offices to type biological reports and to maintain ecological programs was approved in principle.

2. The Hunter Training base camp proposal to employ 18 students was approved in principle.

(c) Accounts

Mr. McCallum advised that he required three students to process accounts in connection with the ecology corps. No decision was made on this.

(d) Parks

Mr. Drinkwater asked for committee approval in principle for an expenditure of approximately $75,000 to carry out his proposed programs on the understanding that firm figures would be presented at next weeks meeting. This was approved.

It was agreed that Parks Branch vehicles could be used to transport trailers from park to park.

AGRICULTURE

Mr. McCalla received approval in principle for the employment of 10 to 15 students at the Oliver Tree Nursery and 10 at Brooks Nursery to do work in connection with the Ecology Corps program.

The decision as to the number of trees to be provided to municipalities is to be determined by Mr. McCalla.

SOCIAL DEVELOPMENT

Mr. Morrisette put forward the following proposals:

1. Youth Development Centre Edmonton
   - for juvenile offenders
2. Wilderness Camp
   - for use by juvenile offenders, to be located in the foothills west of Edmonton.

   Mr. Morrissette was advised that further development in the Green Area of this part of the Province was being withheld pending completion of a land use study. He was advised to check with D. Lawson, Director of Lands to see if an acceptable site could be located outside of the Green Area.

3. Development of a Supplementary Manpower Resources Pool.
   - It was agreed that this project might be better handled by the Department of Youth and Mr. Morrisette will consult with Mr. Evans on this.

4. Boys Club of Calgary
   - to develop a services program for juveniles.

It was felt that, since proposals 1, 2 and 4 involve capital expenditures for the purchase of equipment, materials and transportation, they should be referred back to the department for review and possible re-submission under the terms approved for operation of the Ecology Corps. Proposals by private or municipal organizations should be submitted by those organizations directly to the Ecology Corps rather than through the Department of Social Development.

INDUSTRY AND TOURISM

The two programs initially brought up at the April 20 meeting were again discussed.

1. Tourist Information Centres
   - to provide information centres throughout the Province to improve tourist information services.
   It was agreed that the Committee would be willing to consider supplying 117 students for this project on the understanding that there could be no screening of the applicants and the Department would supply the capital costs of the program.

2. Up-dating Survey on Non-resident Travel in Alberta
   - It was agreed that some aspects of this proposal would make it doubtful as an acceptable Ecology Corps program. Dr. Ross stated that he would take this up with Mr. Ratzlaff.

GENERAL

1. Mr. deVore advised that 814 job offers had been made. 87 persons have not been heard from and there have been 106 rejects. 620 students have accepted.

Mr. Isbister stated that he expected 600 to 650 students to be required by Municipalities.

2. Mr. deVore requested that he be supplied immediately with lists of numbers of students required, starting dates, and locations to report for all approved projects.

3. Approval was given by the Management Committee for Mr. deVore to send out the next 500 job offers.

4. Mr. McCalla stated that tree planting programs should be completed not later than the end of June.

5. A sample claim form was distributed to the meeting along with a written description of the form. This was explained by Mr. Huckvale.

It was agreed to delete the first paragraph on Page 5 dealing with Section E.

Transportation within the municipality is to be the responsibility of the municipality.

6. Mr. Huckvale stated that it was the intention to use the standard time certificate and commencement form for students hired by the provincial government. Handling it any other way would involve a major programming job.

7. It was agreed that Dr. Ross should call the head of the Alberta Federation of Labour to explain the operation of the Ecology Corps.

8. It was felt by Mr. deVore and Mr. Huckvale that there should be a simple form of agreement between the Ecology Corps and municipalities containing the basic necessary clauses, including one to the effect that municipalities cannot hire students on their own and expect payment by the Ecology Corps.

It was agreed by Mr. Isbister that the application form could be amended to include the necessary additional clauses.

9. Next meeting of the Management Committee to be held in the Blue Room, Legislative Building on May 3, 1971 starting at 8:30 a.m.

ECOLOGY CORPS

TASK FORCE MEETING

April 29, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members: D. E. Massig
T. A. Drinkwater
L. G. deVore
P. D. McCalla
H. M. Ryhanen
A. McCallum

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1. Dr. Ross requested a report from Mr. deVore on the status of the Corps as at 5:00 p.m. yesterday.

2. Mr. deVore stated that a further 500 job offers had been sent out, 50 students had been selected for jobs and 125 students had also been selected for Forestry projects. He requires placement location of crews and starting dates as soon as possible. Students will begin work approximately May 6th.

Provincial Parks projects will not be utilizing local students. Most local students will be assigned to municipal projects.

The provincial map showing location of students who have accepted job offers should be completed today.

3. Copies of Procedures Governing Personnel Administration and Management in the Alberta Ecology Corps were passed around to the meeting and discussed.

(a) Appointment

2.1 Delete last word of paragraph "Minister" and add "Management Committee and approval by the Minister".

(b) Salary Administration

3.1 Delete last word of paragraph "Minister" and add "Management Committee and approval by the Minister".

3.1.3 Rate of pay should be "$1.442" and not "$1.44".

(c) Public Service Pension Act

10.1 In first line change word "Service" to "Ecology".

(d) Conduct and Discipline

11.3 Student will not be working but he will still receive pay and room and board until dismissed by the Executive Director on confirmation of the Municipality recommendations. Pay entitlement in regards to date of dismissal will be dependent upon circumstances. The use of provincial government staff, located near problem area, to confirm or deny municipal reasons recommending dismissal should be considered in instances where Mr. deVore's office cannot do so.

(e) Payment of Subsidies

12.1 Delete last word of paragraph "Minister" and add "Management Committee and approval by the Minister".

12.1.1 O.C. 692/71 defines regulations regarding room and board. Payment for room and board will be made according to who made the arrangements, if by government personnel direct payment to supplier and if by student payment would be made to student. It was agreed that supervisors should receive copy of Procedures and of O.C. 692/71.

(f) Reimbursement of Travel Expenses

13.1 third line - delete "beginning and".

Approval was received to reprint and distribute 500 copies of the Procedures paper.

4. Approval was received from Dr. Ross for the Task Force to recommend to the Management Committee to set up $20,000 (1% of allotment) for general administrative costs.

Mr. McCallum requested temporary staff for administrative work which will be required May 6th. Mr. McCallum will give Mr. Massig the number required as soon as possible.

5. Provincial Parks - 30 students for tree planting projects will be commencing May 10th through 12th. Request for additional students will be made in the next few days.

Parks will:

- house students in trailers and provide room and board
- insure trailers which will be charged against their appropriations
- have one cook for ten people
- provide tools required and charged against their appropriations
- charge trailer rentals ($275 per month for six people) against their appropriations.

6. Cooks - Mr. deVore stated that they may be unable to hire all the cooks required from N.A.I.T. or S.A.I.T. Authority will be required to hire local cooks at same rate. Mr. deVore will prepare a Ministerial Order to cover the hiring of cooks other than N.A.I.T. or S.A.I.T. students. Dr. Ross suggested to hire cooks for less than rate if at all possible.

7. Dr. Ross felt that support personnel need not necessarily be students and can be paid out of Alberta Ecology Corps funds. Any trained support

staff required must be authorized by Ministerial Order. Mr. deVore will prepare a blank Ministerial Order for use in hiring support staff.

8. Vehicles - Mr. McCallum agreed to contact the Commercial Branch to request loan of vehicles they have for sale for use by the Divisions during Ecology Corps employment period.

9. Students may be shifted from project to project in order to assure continued employment. Further approval of projects is not required if initial approved projects terminated prior to the end of August. Students can be utilized in other work areas.

10. Trees - Mr. McCalla stated there was a big demand for trees. Requests will have to be regulated. The decision on tree distribution will be left up to Mr. McCalla. Authority may be required to order more trees. Mr. McCalla was given approval to distribute an equal number of trees (100 maximum) to Municipalities.

11. A brief rough draft of the agreement with Municipalities has been drawn up by Mr. Isbister.

12. Mr. deVore told the meeting that a letter would be sent out in the near future to Municipalities outlining conditions of work, etcetera. He asked if others would like to add to the letter. Mr. McCalla may insert something in letter regarding trees.

13. Some Forests are wondering if students may be used on fire suppression and at what rate. Approval was received from Dr. Ross to use crews for initial action only after training and not to force students to go if they were reluctant. Payment at regular fire rates is acceptable for hours over the regular eight hours worked with the Corps. It was also suggested that crews

should receive one or two days of training on techniques of fighting fires, etcetera, and that they should not be firefighting without proper supervision.

14. Mr. deVore stated that it was most important that people hiring students check for all three documents requested. Students are made aware of the requirements and will not be hired without the necessary documents.

15. Insurance - trailers - Mr. McCallum felt that coverage under government policy was possible.

16. Concorde Trailers contacted Mr. deVore and stated that they had 50 to 100 6-man trailers available at $175 per month.

17. Toilet and washing facilities in trailers - it was suggested that privies should be set up at camps to augment those in trailers.

18. Forestry will be using some wood stoves for cooking.

19. One extra student may be required for Whitecourt to be requested at the next Management meeting.

20. The next meeting of the Task Force will be held Thursday, May 6th, in Dr. Ross' office commencing at 8:30 a.m.

[illegible]

[illegible]

[illegible]

West Hand 10 | [illegible]

[illegible]

[illegible]

- Date May 10th
- [illegible] Dennis Bell
- [illegible]
- [illegible] (Time of day) 9:00 AM

13120 -

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

May 3, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members:

Dr. V. A. Wood	D. W. Rogers
C. J. Huckvale	G. B. Evans
T. R. Vant	L. deVore
C. G. Campbell	H. M. Ryhanen
P. D. McCalla	D. E. Massig
A. McCallum	R. H. Morrisette
W. D. Isbister	R. A. Splane
T. A. Drinkwater	G. R. Kerr

GENERAL

1. Mr. deVore reported that a total of 1500 job offers had been sent out. It is expected that the number of acceptances will not exceed 1300. 500 copies of the corrected information sheets that accompany the claim form have been run off as well as 500 copies of the personnel regulations that were approved at the Task Force meeting. A sample letter to Municipalities advising them of approved projects was presented to the meeting.

In the event that additional students are required, Mr. deVore felt that recruitment could probably be handled through Canada Manpower by advertising for one day.

At the present time projects have been approved or proposed for approximately 1275 students involving three departments - Lands and Forests, Municipal Affairs and Industry and Tourism, without considering projects proposed by other departments.

2. Dr. Ross advised that he planned to make a report to Cabinet next week on the status of the Ecology Corps. He suggested that if the number of programs exceeds the amount of money available, it may be necessary to cut back on some not yet approved departmental programs in order to accommodate municipal programs.

3. Dr. Ross read a letter from the Armed Forces advising that they are not able to provide the Corps with any tents.

4. Mr. Huckvale stated that standard expense account forms should be used by Government employees for travelling expenses incurred in Ecology Corps work and paid out of departmental votes.

5. It was felt that the Committee should have a fairly accurate picture of the number of students and the amount of money authorized at the time of Thursday's meeting.

6. The next meeting of the Management Committee is to be held May 6 at 8:30 a.m. in the Blue Room, Legislative Building.

PROJECTS

MUNICIPAL AFFAIRS

1. Mr. Isbister reported that students have only been assigned to municipal projects that are designed to run for the full work season. It is expected that about 600 students will be employed. The projects will be reorganized and submitted for the committee's approval on a new form at the May 7th meeting.

2. The Committee agreed to approve the Penhold project for the employment of two students for the summer.

3. In the initial stages of the program, the city of Lethbridge was evidently advised by the Premier's office that the Ecology Corps would pay for the cost of materials for one of their programs to the extent of $42,000. However the Management Committee agreed that the policy of supplying money for wages, subsistence and transportation only, within the terms of the Order-in-Council should continue.

4. It was agreed that programs presented by Regional Planning Commissions could be given consideration but their priority might be lower than departmental and municipal programs. Mr. Evans agreed to make further inquiries about these programs and report back to Thursday's meeting.

5. Dr. Ross reported a telephone call that he had from Alderman Newman concerning union problems with Ecology Corps students being paid less than city employees doing similar work. It was felt that the best answer to this would be to say that the Ecology Corps students are provincial employees, not city employees. Mr. deVore said that he had already had a similar inquiry from Red Deer and this was the answer that he gave them. Also the students are not terminated by the municipalities but by the Ecology Corps, and they are not members of a union.

6. It was agreed that the Ecology Corps should not consider Lake MacGregor Memorial Park as an acceptable project because it is operated by a service club.

7. It was agreed that applications for municipal programs could be accepted up to the end of this week.

LANDS AND FORESTS

Mr. Ryhanen stated that North Western Pulp and Power would probably not be interested in using Ecology Corps students on a project with their Company.

DEPARTMENT OF
SOCIAL DEVELOPMENT
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Mr. Drinkwater advised that, with the Parks Branch absorbing the cost of materials, the figure for their projects had been revised downwards from $75,000 to $45,000.

INDUSTRY AND TOURISM

Regarding the previously approved tourist information centre program for 114 students, Mr. deVore asked Mr. Vant to advise him when and where these students should report as soon as possible. Mr. Vant stated that the students would report to Edmonton for an orientation period before being assigned to their locations.

The inability to screen the students is still a matter of concern to Mr. Vant. He suggested that his program may be a little different as the girls at the tourist information centres will be constantly meeting the public. He feels that it is important that they should be neat, polite, reasonably intelligent and responsible. He stated that he would be willing to use his departmental staff to do the screening. Dr. Ross stated that we have to recognize that there is not sufficient time to do this if the programs are to be put into operation on time. He also stated that the lack of screening will present the same problems to all programs. Dr. Ross suggested that Mr. Vant should take his chances on the 114 students assigned to him. They will have the opportunity to weed out unsatisfactory girls during their orientation and Mr. deVore will attempt to supply them with replacements as needed.

Mr. deVore stated that all students selected for this program have completed one year of university.

It was felt that the proposed program for updating the non-resident travel information should be held over to the May 6 meeting.

SOCIAL DEVELOPMENT

Two programs were presented by Mr. Morrisette.

RECEIVED
MAY

1. The development of outdoor recreation facitilies at the Youth Development Centre, Edmonton, was approved by the Committee.
2. The establishment of a summer manpower resource of 25 students to work in the various branches and regional offices of the Department of Social Development was approved with students studying social work to be assigned to the project where possible.

DEPARTMENT OF YOUTH

Mr. Evans stated that he would present his programs to the May 6th meeting.

DEPARTMENT OF AGRICULTURE

Mr. McCalla submitted a list of proposed projects and these were discussed by the Committee. It was felt that Mr. McCalla should have the projects listed in priority and resubmit them to the May 6th meeting. The majority seemed to feel that the projects on pages 2, 3 and 4 could be considered acceptable but not those on page one.

It was agreed that trees should not be supplied to the town of Swan Hills which is not asking for any students.

It was agreed that trees could be taken from highway right-of-ways.

31 Soc. dev.
415 L & F
114 [illegible]
538 [illegible]
10 [illegible]
[illegible] [illegible]
45 [illegible]
73 [illegible]
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DEPARTMENT OF
SOCIAL DEVELOPMENT
RECEIVED
MAY 5 1971
OFFICE
PROVINCE OF ALBERTA

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

May 6, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members:

Dr. V. A. Wood	C. K. Huckvale
W. D. Isbister	D. W. Rogers
P. D. McCalla	L. deVore
F. G. Stewart	T. A. Drinkwater
G. B. Evans	D. E. Massig
A. McCallum	R. H. Morrisette
H. M. Ryhanen	T. Vant
G. R. Kerr	

GENERAL

1. Mr. deVore distributed a breakdown of the number of job offers made and the response. (see attached Appendix A).

Jobs have been approved for the following numbers of students:

Social Development	31
Lands and Forests	486
Industry and Tourism	114
Youth	10
Agriculture	87

2. Mr. deVore presented a copy of the folder of information being supplied to municipalities and distributed copies of the finished instructions for completion of the claim sheet and the Procedures Governing Personnel Administration and Management in the Ecology Corps.

3. The Committee reviewed the "Authority to Employ Wage Employees to Provide Supporting Services to Alberta Ecology Corps Approved Projects". This was approved with two amendments:

(a) Add the word 'apply' after the word 'not' in the third line of Item 1.2.

(b) Under Item 3.1.2, it was agreed that the maximum should be $500 per month unless a higher rate is authorized at the discretion of the Minister.

4. It was pointed out by Mr. Huckvale that expenditures by departments for board could not be directly reimbursed by payments from the Ecology Corps. The reimbursement from Ecology Corps funds would have to go into General Revenue. A number of committee members registered disagreement with this procedure stating that they could not afford to set up the programs if the money expended for board could not be charged to Vote 1899. However Mr. Huckvale indicated that there would be no change to allow departmental votes to be directly reimbursed or to have charges for board made directly against Vote 1899.

It was agreed that Special Warrants would be issued for the amounts expended by departments on board for Ecology Corps programs.

This does not apply to the $820,000 appropriated to the Department of Lands and Forests for Ecology Corps programs.

5. It was agreed that Mr. McCallum would supply copies of procedures on the submission of Ecology Corps accounts to all departments involved in the programs.

6. Dr. Ross reported that the City of Edmonton employees' union is prepared to put forth a grievance to the City regarding payments to Ecology Corps employees because they are at variance with wages being paid by the City for similar work. Dr. Ross also advised that he phoned Mr. Roy Jamha about the Ecology Corps. According to Dr. Ross, Mr. Jamha stated that although he appreciated what the Ecology Corps was trying to do, he also appreciated the position taken by the employees union and

suggested that perhaps the city may want to make additional payments. Since the City would not wish to do this, Dr. Ross suggested that the Ecology Corps should pay the students directly.

Mr. deVore also reported a phone call he had with Mayor Dent about the same problem. Apparently Dr. Dent felt that the difficulties with the union would be minimized if payments could be made directly to the students by the Ecology Corps.

The Committee agreed to make direct payments to Ecolocy Corps students working for the City of Edmonton, using the claim form. This applies only to the City of Edmonton for the present at least.

7. Mr. Stewart reported that the Province of Saskatchewan will not be using any of the money offered by the federal government. This amount may be distributed to other Provinces and Alberta has indicated to Ottawa that it would be willing to accept its share of the money.

8. Mr. deVore stated that he had retained application forms received after the April 10 deadline. He will now write to some of these students to see if they are still interested.

9. Mr. Ryhanen advised that the Alberta Commercial Corporation has about 80 old Department of Highways vehicles which could be put to good use in Ecology Corps work. Dr. Ross agreed to obtain the necessary authority to have some of these vehicles released.

10. The next meeting of the Management Committee is to be held on May 13, at 8:30 a.m. in the Blue Room, Legislative Building.

PROJECTS

AGRICULTURE

The Committee reviewed 24 projects submitted by Mr. McCalla, approving 14 of them and rejecting 10. A list of the projects was

distributed to Committee Members. Those approved are:

Pesticide Residue Analysis	Agrucultural College - Olds Grounds Improvement
Stream Pollution Survey	Agricultural College - Vermilion Grounds Improvement
Ecological Survey	Agricultural College - Fairview Grounds Improvement
Crop response on Acidic Soils	Ecology of Aquatic Plants
Biological Week Control	Diseases and Parasites of Wildlife
Trace Minerals Study of forage and potato	Evaluation of Mercury in Predators
Noxious Weed Survey	Ground Squirrel Ecology

It was agreed that Mr. deVore and Mr. McCalla should arrange the tree planting programs so that the arrival of the students and the trees at the project sites is properly coordinated.

INDUSTRY AND TOURISM

The Committee approved the updating of the Survey on Tourist Travel program for 45 students, contingent on Cabinet approval of funds for the consulting fees.

DEPARTMENT OF ENVIRONMENT

A number of projects were submitted and discussed briefly. It was agreed that the projects would be reviewed by Dr. Wood with departmental officials, and resubmitted for approval to the next meeting.

LANDS AND FORESTS

One additional cook for projects in the Edson and Whitecourt Forests was approved.

MUNICIPAL AFFAIRS

Four departmental programs were approved (See attached Appendix B).

As Mr. Isbister had approximately 120 projects to submit to the meeting for approval, the Committee agreed that the straightforward projects similar to others already agreed to could be approved by Dr. Ross. Any questionable ones will be brought back to the next meeting.

It was agreed that Regional Planning Commissions, School Divisions, School Districts, Hospital Boards, organizations like the Y.M.C.A., Universities, golf clubs etcetera should be advised in writing by Mr. Isbister that proposals made by them cannot be considered as the Ecology Corps is oversubscribed with projects. If there is any change in the picture, they will be contacted by the Department of Municipal Affairs.

Up to the present time proposed and approved municipal projects will employ 699 students involving $800,000.

APPENDIX

TOTAL NUMBER OF OFFERS SENT SO FAR	1,500
OFFERS TURNED DOWN	159
BALANCE	1,341
NUMBER OFFERS NO RESPONSE SO FAR	356
BALANCE	985
NUMBER TURNED DOWN ASSIGNMENTS	10
BALANCE	975
NUMBER ASSIGNED	746
BALANCE, BY CENSUS DIVISION:	
CD-1	16
CD-2 (Lethbridge)	17
CD-3	44
CD-4	3
CD-5	7
CD-6 (Calgary)	20
CD-7	15
CD-8 (Red Deer)	22
CD-9	1
CD-10	29
CD-11 (Edmonton)	44
CD-12	16
CD-13	25
CD-14	0
CD-15	10
TOTAL ACCEPTED BUT UNASSIGNED	229

SUMMER EMPLOYMENT PROGRAM

ALBERTA ECOLOGY CORPS.

Application for Program Approval

Department of Municipal Affairs

PLANNING BRANCH

Proposal

To utilize A.E.C. students in activities of the Branch as follows:

(1) Urban Planning

Collection and analysis of data, formulation of recommendations, text writing and production of report - towns of Barrhead and Bonnyville.

1 Student

Total Cost $1,590.00

Student Cost 1,190.00

(2) Hinton - Yellowhead Regional Land-use Study

Collection and transfer of data from source documents to coded data sheets in preparation of land-use map and report.

2 Students

Total Cost $3,180.00

Student Cost 2,380.00

(3) Ground Control Survey - Urban Centres

Ground control surveys related to aerial photography and mapping.

2 Students

Total Cost $3,180.00

Student cost 2,380.00

(4) Mobile Home Study

To work in all areas of the Province collecting data relative to mobile home standards and the eventual preparation of a building code for mobile homes.

2 Students

Total Cost $3,580.00

Student Cost 2,380.00

SUMMARY: 7 Students

3½ months - May 15 - August 31

Total Cost	$13,530.00
Student Costs (Wages, Board & Room)	8,330.00
Balance from Department funds	5,200.00

DATED _____ 1971

APPROVED: _____

MINISTER OF LANDS & FORESTS

APPENDIX A

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

ITEMS TO COVER AT MANAGEMENT COMMITTEE MEETING OF 13 MAY, 1971

1. We now have approved somewhere between 1,600 & 1,800 positions This has caused a shortage of available employees, although we would have come out just about right had we stopped at the original 1,300 limit

   We have asked Canada Manpower to telex every one of their offices in the Province and have them accept applications through Wednesday, May 19. They have the eligibility criteria, and will forward the application directly to the Ecology Corps for processing.

2. Before we fill any more positions in the various departments of government outside Lands & Forests, each department with an approved project must summarize its project and submit it to Dr. Ross for signature. The signed document will then go to Mr. McCallum as authority to pay for the project, with a copy to my office so we will be able to begin filling the positions. Each department so involved should send over a representative to advise our girls as to reporting times and places.

3. Mr. Evans & Mr. Thompson of the Alberta Government Travel Bureau have requested 26 support staff to be used as various levels of supervisors on their approved project. I turned down the request for 24 of the 26 staff on the basis of several committee guidelines previously established, particularly the one which requires all departments proposing projects to provide supervisory staff rom their own votes...

   Mr. Evans asked for the opportunity to appeal my decision to the Committee today, which I assured him would be his right. He was to have forwarded copies of his brief to my office yesterday so that Committee members could have copies at this morning's meeting, but none were received. I assume he is bringing the copies himself.

4. The archeological program proposed in conjunction with the Parks program last week, and turned down, will b e discussed at this morning's meeting by a representative from the anthropology department of the University of Alberta

5. Dr. Ross consented to be a guest for lunch at NAIT yesterday, where members of the commercial cooking course, all of whom we have employed, prepared a meal in the exact same type of trailer which will be serving our bush camps. A reporter and photographer from the Edmonton Journal were present.

6. We are soon going to be faced with the problem of needing a travelling trouble-shooter for the Corps, to visit camps and local government projects. He will be required to know the government personnel and pay regulations thoroughly, and must be able to understand and get along with farm and university youth alike. We have someone in mind, and negotiations are going on to have him seconded to the Corps for the remainder of the summer.

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

May 13, 1971

Present: Dr. J. Donovan Ross (Chairman)

Dr. V. A. Wood	L. deVore
T. A. Drinkwater	D. Evans
P. D. McCalla	R. H. Morrisette
R. A. Splane	H. M. Ryhanen
V. McCune	G. R. Kerr
A. McCallum	G. B. Evans
D. W. Rogers	Dr. Alan Bryan
W. D. Isbister	

GENERAL

1. Mr. deVore brought the Committee up to date on the present status of the Ecology Corps (see attached Appendix A).

In connection with Item No. 1 on Appendix A it was agreed that unless a large number of applications were received, they should be dealt with on a first-come first-served basis. Selection by computer will only be considered if the response is very heavy.

Regarding No. 6 of Appendix A, the Committee agreed that the troubleshooter should not visit a project site without first contacting the department or municipality concerned.

It was also agreed that, where possible, departmental staff should assist with troubleshooting.

2. Projects submitted by departments for the Minister's signature should first be signed by an appropriate departmental official.

Dr. Ross suggested that the municipalities should be urged to sign and return their project submissions as soon as possible.

3. Dr. Alan Bryan, Professor of Archeology at the University of Alberta spoke to the meeting regarding a proposed project to employ a supervisor of archeological finds in order to investigate four new provincial park sites.

Dr. Ross advised Dr. Bryan that Ecology Corps programs are being limited to government and municipal agencies because of the large number submitted. A proposal of the nature suggested by Dr. Bryan would not qualify. If a student employment program is set up in the future, this type of proposal might be considered.

Dr. Wood suggested that the investigation of artifacts in provincial parks should be considered an internal matter and it was agreed that Mr. Drinkwater and Dr. Bryan should meet to discuss areas of interest.

4. Dr. Ross advised that approval had been received for the release of 20 trucks from the Alberta Commercial Branch to the Alberta Forest Service. In addition, one 2-ton truck is to be obtained for Social Development.

5. Mr. Splane advised that there was nothing further to report of a definite nature about additional funds. He has not been informed of how the Saskatchewan allotment will be distributed but he felt it would be reasonable to expect that Alberta may receive between $200,000 and $500,000.

6. Dr. Ross stated that serious thought should be given to student employment in future years. He will be taking this up with the Cabinet so that early plans can be made for next year. Mr. Ryhanen stated that we should have an indication of the governments intentions by the time next year's estimates are being prepared.

7. Committee approval was received for the expenditure of $15,500 for administering Ecology Corps programs.

8. The next meeting of the Management Committee is to be held in the Blue Room on May 27 commencing at 8:30 a.m.

PROJECTS

INDUSTRY AND TOURISM

Mr. D. Evans, Director of Travel Bureau, was at the meeting to present further information about the Tourist Information Centre program for 114 students. His particular area of concern is the employment of supervisors and their rate of pay. The following is a resume of the points he made.

This program is broad in a geographic sense since it involves British Columbia, Montana and Saskatchewan as well as Alberta. Where groups of three to five persons are located at Parks or entry points, it is felt that one of them must be appointed as the boss and assume the responsibilities that go with the job. These supervisors should receive additional compensation of about $40 to $50 per month over the $250 rate.

The supervisors could be selected from the 114 students approved for the program during the two week training and orientation course that will be held commencing about June 7. The first week will be classroom training followed by a week of orientation tours.

Mr. deVore stated that he had been assured on two separate occasions by Mr. Thomson that these supervisors are not necessary. Mr. Evans stated that this was not correct.

After some discussion the Committee decided that no additional Ecology Corps funds should be supplied for the hiring of supervisory support staff.

MUNICIPAL AFFAIRS

A resume of the Municipal Affairs programs was presented to the meeting (see Appendix B).

It was agreed that Mr. Isbister should draft a letter advising municipalities concerned that although further projects cannot be approved at this time, their proposals will be held on file and presented to the management committee should additional funds be made available at a later date.

Mr. Isbister reported that there was some adverse reaction to the assignments of girls to projects. However after the initial shock, it appears that they will work out okay.

AGRICULTURE

Mr. McCalla reported that requests for large trees exceed the number approved for purchase by the Ecology Corps. It was agreed to purchase an additional 2,000 trees. Thre trees must be distributed next week, otherwise they may be lost.

LANDS AND FORESTS

1. Parks, Fish and Wildlife and Forestry reported that Ecology Corps programs were proceeding fairly well, with some staff problems that are being resolved as they come up.

2. The committee approved a project for the employment of 6 girls on a planting crew in the Edson Corridor.

3. The employment of one girl at the Blue Ridge Ranger Station was approved.

ENVIRONMENT

Five programs were presented (see attached Appendix C). These were approved by the Committee and signed by Dr. Ross.

NOTE TO: Management Committee Members
Ecology Corps

Re: No. 8, Page 3 of
Minutes of May 13 Meeting

Please change the date of the next committee meeting from May 27 to May 28 commencing at 8:30 a.m. in the Blue Room of the Legislative Building.

Secretary

DEPARTMENT OF
SOCIAL DEV
MAY 21 1971

Alberta Ecology Co
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

ITEMS TO COVER AT MANAGEMENT COMMITTEE MEETING OF 13 MAY, 1971

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ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

May 28, 1971

Present: Dr. J. Donovan Ross (Chairman)

Dr. V. A. Wood	C. K. Huckvale
T. R. Vant	L. G. deVore
F. G. Stewart	R. H. Morrisette
A. Swann	D. E. Massig
H. M. Ryhanen	A. McCallum
T. A. Drinkwater	G. R. Kerr
D. W. Rogers	G. B. Evans

GENERAL

1. Mr. deVore reported on the student situation as it presently stands. (See Appendix A). There are a number of reasons for the high rejection rate, Mr. deVore said, ranging from those who do not want to work to legitimate reasons such as obtaining better paying jobs.

It was agreed that Mr. deVore should take whatever procedures are necessary to recruit the balance of students required without further reference to the Management Committee.

Applicants who are now available for work can still be referred to the Ecology Corps.

2. A number of municipalities have advised that they have local students who need jobs. It was agreed that, if these areas are short of manpower for their projects, they should have the students who are eligible make application to the Ecology Corps who will then endeavour to assign the students back to their home areas.

3. Mr. Ryhanen reported on the drowning of Edwin Taschuk in the McLeod River.

Dr. Ross stated that he felt that there should be an inquest into the accident and the family of the boy should be given as much information as possible.

In order to maintain good communications, it was agreed that accidents of a serious nature should be reported to Mr. deVore as soon as possible.

Workmens Compensation Board forms should be forwarded through Mr. deVore's office to the Board.

4. Mr. deVore asked that supervisors document in detail cases where students are not satisfactory including a recommendation as to continued employment. Where a student is obviously unsatisfactory a transfer should not be recommended.

It was agreed that Mr. deVore should develop a set of guidelines for use in student evaluation. When prepared, the guidelines will be distributed to all agencies employing students.

5. It was agreed that a letter should be prepared for Dr. Ross's signature to the Provincial Treasurer stating that the Ecology Corps projects are approved and under way. This will enable the Treasury Department to borrow the funds from the federal government.

6. The Personnel Administration Office has turned down the assignment of the individual proposed as a trouble shooter for the Ecology Corps.

7. Replying to a question from Mr. Kerr, Mr. deVore stated that there are no citizenship restrictions for Ecology Corps applicants. As long as the applicants possess a work permit they can be employed even if they are foreign students.

8. It was reported that the Department of Industry and Tourism are recording their students by race. It was agreed that this should be stopped without delay.

The problem involving female applicants Robblee and Allsopp was discussed. It was agreed that Committee member Tom Drinkwater should sit in on the discussions with Mr. deVore and Mr. Massig to resolve this matter.

9. Mr. Ryhanen asked for an interpretation of the room and board ruling as it applies on weekends. This was given as follows:

When the government provides room and board the students receive no allowance if away from camp.

Where the students are paying their own room and board and they are away from Camp on weekends, they continue to get the subsidy.

10. Next meeting - June 9, 1971, Blue Room of the Legislative Building commencing at 8:30 a.m.

PROJECTS

INDUSTRY AND TOURISM

Mr. Vant reported that the Tourist Information Centre project had been submitted to Dr. Ross for his signature and the second project on the Travel Survey should be ready for signature immediately.

MUNICIPAL AFFAIRS

Mr. Swann presented seven additional projects which were given tentative approval contingent on the availability of students.

ENVIRONMENT

Mr. Ryhanen presented two pollution control projects involving 8 students. Both projects were approved.

LANDS AND FORESTS

A request for the employment of a student to do typing and clerical work in the Grande Prairie forestry office was rejected.

SOCIAL DEVELOPMENT

The Committee approved the employment of one additional male student.

ADMINISTRATION - ECOLOGY CORPS

A private submission was discussed involving two students who are interested in becoming part of the Administration staff to handle public relations work. It was agreed that this was a dangerous function to delegate without being very sure of the persons handling the work.

TOTAL APPLICATIONS RECEIVED FROM ELIGIBLE APPLICANTS TO DATE*	2,810
MISCELLANEOUS (DISMISSED, SICK, ETC.)	40
BALANCE	2,790
HIGH SCHOOL STUDENTS NOT AVAILABLE UNTIL JULY AND THUS NOT YET ASSIGNED	205
BALANCE	2,565
CODED, BUT UPON INVESTIGATION FOUND TO BE TOO YOUNG*	98
BALANCE	2,467
UNABLE TO CONTACT FOLLOWING APPLICATION	40
BALANCE	2,427
TURNED DOWN OFFER OR ASSIGNMENT	1,063
BALANCE	1,364
ALREADY PLACED ON ASSIGNMENT	1,236
BALANCE THEORETICALLY AVAILABLE FOR ASSIGNMENT*+	128

*+ The current acceptance rate is running about 50% of assignments made. Thus these 128 theoretically available should yield 64 students if all were students currently available. As many are not available, but are high school students, I would estimate the true yield to be more in the area of 30. Putting this into a ratio, I would estimate that we will need approximately 201 more applications in addition to the 128 on hand to fill the remaining 148 positions.

Please attach this Appendix to your copy of the June 9 meeting of the Ecology Corps Management Committee.

abating, we have been forced to add two more clerical staff, bringing the total number of girls in the Financial Building to eight. Both new girls are from the Temporary Staff Service of the PAO, and may thus be let go once the work load begins to drop off.

4. Corps Funds - Projected costs of the Corps are currently running well below previous estimates for a variety of reasons. Estimated costs currently look something like this:

CREDIT		$ 2,000,000.00
DEBIT		
Municipalities	$ 980,000.00	
Health & Soc. Dev.	30,000.00	
Industry & Tourism	150,000.00	
Agriculture	40,000.00	
Water Resources	20,000.00	
Municipal Affairs	15,000.00	
Administration	25,000.00	
Lands & Forests	100,000.00	
Payment for Med. Certs.	16,000.00	
Transportation of Employees	128,000.00	
Contingencies	100,000.00	
TOTAL DEBITS	$ 1,574,000.00	1,574,000.00
BALANCE AVAILABLE		$ 426,000.00

Alberta Energy Corp.
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

ITEMS FOR DISCUSSION AT MANAGEMENT COMMITTEE MEETING OF 9 June, 1971

1. Payment of Living Allowance Subsidy - Should students who are resident in Edmonton during the school year, but whose home is normally outside Edmonton, and who are assigned to Edmonton to work, receive $1.50 per day or $3 per day?

2. Payment for Physical Examination - Would like to propose that the Corps make a payment of $10 per student to each student on staff, once they have actually commenced work, to cover the costs of the required medical examination.

3. Additional Staff - Because the work load is increasing rather than abating, we have been forced to add two more clerical staff, bringing the total number of girls in the Financial Building to eight. Both new girls are from the Temporary Staff Service of the PAO, and may thus be let go once the work load begins to drop off.

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Contingencies	100,000.00	
TOTAL DEBITS	$ 1,574,000.00	1,574,000.00
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5. Use of Remaining Funds - Our experience so far has indicated that the segment of the student population which needs employment the most is the group currently enrolled in high school. I would like to propose that we approach The Honourable Gordon Taylor, Minister of Highways & Transport, with a view to asking his cooperation in establishing employment for high school students only. The Corps could make a special funding grant of $400,000 for the purpose, and details could be worked out before the program is made public. At the rate applications from High School students are coming into the office, the Corps could likely provide a majority of the employees for such a project.

OF HEALTH AN
EVELOPMENT
ED
1 4 1971

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

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Next Meeting July 7th 8:30 AM

ECOLOGY CORPS
MANAGEMENT COMMITTEE MEETING
July 21, 1971

Present: Dr. J. Donovan Ross (Chairman)

Dr. V. A. Wood
C. K. Huckvale
D. W. Rogers
A. McCallum
T. R. Vant
G. B. Evans

R. A. Splane
L. G. deVore
D. J. Chabillon
R. H. Morrissette
H. M. Ryhanen
G. R. Kerr

A copy of an up-to-date report (Appendix A) on the program was presented to Cabinet by Dr. Ross. Copies of the report were passed around to the meeting. Mr. deVore asked if the report could be released to the press in its present form except for page 3. Approval was given by the Committee to release the report except for page 3.

Copies of a letter regarding Pay Policy - Rainy Weather (Appendix B) were passed around to the meeting. Permission was requested to send the letter to all project supervisors. Mr. Huckvale suggested the following change:

Under number (1) - first line - delete word "to" after the "schedule" and add "and presented himself for"

Letter was satisfactory otherwise and may be sent out.

Mr. Chabillon presented letters and a questionnaire which they would like to send to all project supervisors and Corps members. The information is required by Messrs. deVore and Chabillon to make up reports at the termination of the program. Municipalities will also receive copies of the letters. The letters and questionnaire were acceptable except for the following changes:

(a) Letter to Supervisors (Appendix C)

The first and second paragraphs should read as follows:

"At the completion of your program, would you please provide a brief report on the Ecology Corps program under supervision including the following points:"

(b) Letter to Corps Members (Appendix D)

Dr. Ross indicated that this letter should be signed by both Mr. deVore and Mr. Chabillon. Changes as follows:

- last paragraph - second line - the words "from the field" should be underlined

(i) Questionnaire

#(2) delete the word "agree" and add "feel"

#(6) delete the word "supervisor" and add "supervision", also add "please elaborate"

This questionnaire will also be sent to a group that will be selected from students who turned down offers, approximately 10%. The questionnaire was accepted by the Committee.

The subject of performance ratings being completed on the performance of each student was rejected.

Mr. deVore brought forth a project proposal requested by Mr. L. Anderson of the Klondike Trail Association. The Klondike Trail project was approved as a forestry job which is to commence work July 22nd and terminate at the end of August. The reason for the project is that the Association is trying to restore the Klondike Trail, High Prairie to Fort Assiniboine, which would be eight feet wide, cleared and brushed to hiking trail standards. Fifteen students were to be hired locally and 15 by Alberta Ecology Corps. Funding is $13,275 for hire of students, one cook and two foremen. Same conditions of employment will apply to students hired. Copies of the Trail financial budget were requested for Messrs. Ryhanen and McCallum. The question of the Trail running through quota areas was raised. Dr. Wood and Mr. Ryhanen were to meet with Mr. McDougall.

Transportation - camps will hopefully be set up near roads. Vehicles may be used during construction of the trail but no vehicular travel after completion.

The Klondike Trail project was approved by the Committee.

Mr. deVore stated that the Oakhill Boys Ranch had submitted a project proposal - improvement on the ranch. The project was rejected by the Committee.

Income Tax - TD 1's should be completed by each student and no deductions made unless requested by student. Mr. McCallum stated that a letter had been sent to all concerned stating deductions should not be

made. Mr. Huckvale stated that a letter would be sent out to Municipalities saying the matter had been reconsidered and no deductions to be made unless requested by the student.

It was stated that approximately 350 students are on the eligible list. Mr. deVore explained how students are contacted regarding job offers.

Dr. Ross asked the Committee if they agreed to set up new projects. Approval was given. The Committee agreed to approve assistance at Forestry headquarters if required. Other Departments may have need of additional students.

Mr. deVore informed the meeting that he would be terminating as Executive Director of the Corps effective July 31st and that Mr. Chabillon would be taking over. He will be teaching Business Administration at NAIT.

Dr. Ross on behalf of the Committee expressed appreciation for all the work Mr. deVore has done. Committee agreed with Dr. Ross.

Dr. Huckvale suggested a directive should be prepared outlining method of reimbursing medical and travel expenses. The following was suggested and approved by the Committee.

- medical expense

  doctor's statement will be acceptable if receipt not obtained

- travel expenses

  road miles to and from job at 8¢ per mile
  - point of residence to first job site
  - last job site to residence or university
  - must have worked for complete project

Mr. Ryhanen reported on the drowning of Janice Chung in the Freeman River on July 12th.

Next meeting - latter part of August.

GENERAL ECOLOGY CORPS FACTS...

Total Alberta Government monetary commitment to the Corps is 2.82 million $

$320,000 to Parks Branch of the Department of Lands & Forests
$500,000 to Forestry Branch, Lands & Forests
Remainder shared among local government units and other projects administered by various departments of government, including
- Industry & Tourism
- Agriculture
- Health & Social Development
- Youth, Culture & Recreation
- Environment

At present there are 1,654 students actually at work in the field
1,044 males (63.1%)
610 females (36.9%)

Of the 1,654, there are 758 employed in Parks, Forestry, and other government department administered projects (510 boys, 248 girls)

896 are employed in local government administered projects
534 males (59.1%)
362 females (40.9%)

All students are guaranteed employment through 31 August of this year, if services are satisfactory. Their rates are:

Base: $1.442 per hour x 179 hours of work per month = $257 per month
Living Allowance: $3 per every calendar day, average 30½ days per month = $91.50 per month
Total: $ 257.00
$ 91.50
$ 348.50 per month, or about $2 per hour

The Corps is not a welfare program. Students can be and are dismissed for lack of effort or violation of Corps regulations.

Corps has two main goals: One is to employ students, the other is to accomplish meaningful work to improve the environment.

The Corps has received a total of 3,633 applications from eligible applicants. Of this total, 3,283 received formal offers of employment, or about 91% of all eligible applicants.

Projects are approved by a management committee composed of officials from various government departments. Projects proposals must show guaranteed supervision by the organization applying for the projects. Jurisdictions applying for students must be willing to take girls as well as boys and are not allowed to make a preference in hiring based on skills. The programs are to help all students, not just those in particular faculties.

Eligibility requirements are:

- 18 years of age at time work is to begin (because of liability laws)
- A resident or student in Alberta
- Legal entitlement to work in Canada (citizen or landed immigrant or visitor with work permit)
- Full-time post-secondary student last year or this coming year (grade 12 qualifies as post-secondary under federal-provincial agreement, so persons entering grade 12 who meet other qualifications are eligible.)

If students complete the whole season from the time they are hired until the time the projects to which they are assigned are ended, the Corps pays for their transportation to the original work assignment and their transportation home at the end of the season, as well as the cost of their required medical examination.

The required medical does not exclude persons with handicaps who meet the eligibility requirements as set out above. The examining doctor must simply certify that the person examined is capable of normal 40-hour per week outdoor labour. There are no other medical requirements.

The Corps does not provide sick leave for persons who become so ill they must leave the camp to which they are assigned, or who must leave the residence in the local government unit to which they may be assigned. If, however, a minor illness such as a cold keeps them ill <u>in</u> camp or residence, they are paid as if at work.

Likewise, if weather prevents them from working, they are paid as if at work. (This does not mean that they do not have to work, but still get paid, if it is raining or some such minor weather disturbance is going on. It does mean that if they are rained out of the bush, or are prevented from working by a dangerous weather occurance such as a severe electrical storm, they are paid if they were scheduled to have worked during the severe weather.) The difference is that they must be prevented from working, not that they need not work if it is only inconvenient to them. In all cases, their supervisor makes the decision as to whether they shall work, not the student employees.

CITY OF LETHBRIDGE

Represents a special situation when it comes to pay for the students. Ordinarily, the local government unit pays the students directly every two weeks, then claims back the cost of their labour from the Corps. In Lethbridge, the City was not willing to do this because of its fear that it would run into union problems. Therefore, the students working on Lethbridge projects as members of the Corps are paid through the regular government wages payroll, at the same rate as the rest of the Corps. Because of the difference in processing, students assigned to Lethbridge experience about two to three weeks delay in receiving their cheques.

Fish & Wildlife	Male	Female
Pollution Prevention Plan	2	1
Fish Habitat Improvemtn	2	
Clerk Typists		7
Evaluation of Provincial Exper. Fish & Farm	3	
Stream Habitat Improvement	8	
Swan Hills Moose Project	2	
Cold Lake Coho Salmon Project	1	
Sport Fishery Invest. in Tyrell Lake	2	
Mountain Goat Transplant	2	
Creel Census (Peace River)	2	
Stream Bank and Bank Slump Rehab	2	
Lake Fisheries Improve. Studies	4	
Fish Population Analysis	3	
Fish Population Assessment - Wabamun	2	
Bow - Highwood Resevoir Study	7	1
Brooks Pheasant Habitat	3	
Antelope Project	2	
Oldman River Elk Project	2	
Big Game Range Rejuvenation	1	
Edson Evaluation		2
Chip Lake Waterfowl Evaluation	2	
Elk Project (Red Deer River)	1	
Ruffed Grouse	1	
Buffalo Lake Pike Spawning Study	2	
Study of Ecology of Walleyes in Richardson	2	
Office & Lab Assistant for Field Crews		1
Creel Census - Clearwater, Bow River	2	

Fish & Wildlife continued...	Male	Female
Mine Effluent Study in Crowsnest Pass	1	
Lab Assistant		2
Radio Trans & Receiver Development	1	
Student Draftsman	1	
Clerk Typist		1
Edson - Analyses of Ecology Corps data		1
Habitat Inventory		2

Provincial Parks

Gregoir Lake	12	
Moose Lake	15	
Crimson Lake	8	
Jarvis Bay	12	
Cypress Hills	12	
Provincial Parks Dept. Tree Planting Crew	107	19
Police Outpost	2	10

Forestry Crews

Rodmen - Construction & Maintenance	8	
Blairmore Forest	27	
Lac La Biche	10	3
Peace River Forestry	25	5
Slave Lake	8	4
Alberta Forest Service Timber Audit		3
Lands & Forests Publicity Crew		21
Whitecourt	10	5

Forestry Crews - continued	Males	Females
Edson Forest Crew	25	
Bow River Environment Research	8	4
Bow River Reforestation	6	
Bow River Land Use Crew	8	
Bow River Recreation Crew	17	
Bow River Replacements	33	
Bow River Recreation Survey	4	
Rocky Forest ; Crew	28	
Grande Prairie Forest Crew	50	2
Edson Forest Hazard Reduction	7	1
[illegible]	19	3

Government Departments		
Oliver Tree Nursery	3	12
Dept. of Industry & Tourism - Travel	14	31
Dept. of Industry & Tourism - Information	20	69
Ground Squirrel Ecology	1	
Edmonton Trace Minerals Study	2	
Stream Pollution Survey	2	
Edmonton - Residue Analysis		2
Fairview Agriculture College	3	
Vermilion Agriculture College	1	2
Dept. of Health & Social Development	6	15
Beaverlodge - Biological Weed Control	1	
Division of Pollution Control (Water)	4	
[illegible] of Pollution Control (Air)	3	1
[illegible]ology & Aquatic Plants - Lake Wabamun	1	

	Male	Female
Government Departments continued		
Edmonton - Consumer Education	1	
Edmonton - Diseases & Parasites in Wildlife		2
Edmonton - Ecological Survey	1	3
Edmonton - Evaluation of Mercury in Predators	1	
Edmonton - Youth Development Centre	2	6
Edmonton - Crop Response on Acidic Soils	1	
Olds Agriculture College	2	
Alberta Horticultural Research	4	6
Water Resources Division	1	
Water Resources Division - Conversation & Develop.	4	
Water Resources Division - Tyrell Lake	1	
Water Resources Division - Survey work	4	
TOTAL	510	247
	67.5 %	32.5 %

LIST OF MUNICIPAL PROJECTS

Project Name	No. Males	No. Females	Total
Municipal District of Acadia #34	1	1	2
Summer Village of Alberta Beach	2	1	3
Village of Andrew	2	2	4
County of Athabasca #12	3	2	5
Town of Athabasca	5	3	8
County of Barrhead #11	6	4	10
Town of Barrhead	4	4	8
Town of Bashaw	1	3	4
Town of Bassano	3	3	6
County of Beaver #9	2	1	3
Town of Beaverlodge	3	1	4
Village of Berwyn	-	2	2
Town of Black Diamond	1	1	2
Village of Blackfalds	(agreement only, no file yet)		
Village of Blackie	2	-	2
Town of Blairmore	2	-	2
Municipal District of Bonnyville #87	20	14	34
Town of Bonnyville	4	3	7
Village of Bowden	6	4	10
Town of Bow Island	3	-	3
Village of Boyle	2	1	3
Town of Brooks	2	1	3
City of Calgary	24	12	36
City of Camrose	6	3	9
County of Camrose #22	2	4	6
Village of Carbon	1	-	1

Project Name	No. Males	No. Females	Total
Town of Cardston	2	2	4
Town of Cardston	-	3	3
Town of Carstairs	2	-	2
Summer Village of Castle Island	1	-	1
Town of Castor	1	1	2
Village of Cayley	1	1	2
Town of Claresholm	2	8	10
Town of Coaldale	1	2	3
Town of Cochrane	2	1	3
Town of Cold Lake	2	-	2
Town of Coleman	2	-	2
Town of Coronation	-	2	2
Village of Coutts	1	-	1
Village of Cremona	2	-	2
Village of Crossfield	1	-	1
Town of Daysland	-	2	2
Village of Delburne	2	-	2
Town of Devon	3	2	5
Village of Donnelly	5	-	5
Town of Drayton Valley	1	2	3
City of Drumheller	3	5	8
Village of Eaglesham	3	-	3
City of Edmonton	-	5	5
City of Edmonton	20	13	33
Town of Edson	11	10	21
Town of Elk Point	10	6	16
Town of Fairview	1	2	3

Project Name	No. Males	No. Females	Total
Town of Falher	2	-	2
County of Flagstaff #29	3	1	4
Municipal District of Foothills (High River) #31	1	2	3
Village of Foremost	-	1	1
Village of Forestburg	1	1	2
Town of Fort Macleod	3	3	6
New Town of Fort McMurray	9	-	9
Town of Fort Saskatchewan	2	1	3
New Town of Fox Creek	3	1	4
Village of Glendon	1	2	3
Town of Grand Centre	3	3	6
New Town of Grande Cache	3	4	7
City of Grande Prairie	11	10	21
Town of Granum	2	-	2
Village of Grassy Lake	2	1	3
Town of Grimshaw	1	2	3
Town of Hanna	-	4	4
Town of Hardisty	5	5	10
Village of Hay Lakes	1	-	1
Town of High Level	2	2	4
Town of High Prairie	2	2	4
Town of High Prairie	1	1	2
Town of High River	3	3	6
Town of Hinton	3	-	3
Improvement District #5 (Crowsnest)	2	-	2
Improvement District #14 (Edson)	1	-	1
Improvement District #23 (High Level)	2	-	2

Project Name	No. Males	No. Females	Total
Improvement District #17 (High Prairie)	1	-	1
Improvement District #22 (Manning)	2	-	2
Improvement District #17 (Peace River)	2	-	2
Improvement District #10 (Rocky Mountain House)	1	-	1
Improvement District #19 (Spirit River)	2	-	2
Improvement District #16 (Valleyview)	1	-	1
Town of Innisfail	2	3	5
Town of Killam	2	-	2
Municipal District of Kneehill (Three Hills, Alta.) #48	2	-	2
Town of Lac la Biche	-	4	4
County of Lacombe #14	3	-	3
Town of Lacombe	1	1	2
Town of Lamont	4	-	4
County of Leduc #25	2	2	4
Town of Leduc	6	4	10
City of Lethbridge	14	10	24
County of Lethbridge #26	1	1	2
City of Lloydminster	5	5	10
Town of Magrath	5	-	5
Summer Village of Ma-Me-O Beach	1	-	1
Town of Manning	1	3	4
Village of Mannville	2	-	2
Town of Mayerthorpe	3	3	6
Town of McLennan	3	3	6
City of Medicine Hat	3	3	6
Town of Milk River	-	1	1

Project Name	No. Aides	No. Females	Total
County of Minburn #27	3	-	3
Village of Mirror	2	-	2
Town of Morinville	3	3	6
County of Mountain View #17	5	5	10
Town of Mundare	2	-	2
Village of Myrnam	3	-	3
Town of Nanton	3	1	4
Village of New Sarepta	-	1	1
Village of Nobleford	1	-	1
Town of Okotoks	1	1	2
Town of Olds	2	2	4
Town of Oyen	1	2	3
County of Paintearth #18	2	2	4
County of Parkland #31	4	2	6
Town of Peace River	8	4	12
Village of Penhold	1	1	2
Town of Pincher Creek	4	1	5
Village of Plamondon	4	-	4
County of Ponoka #3	4	-	4
Town of Ponoka	8	7	15
Town of Provost	3	3	6
Village of Radway	-	2	2
New Town of Rainbow Lake	3	2	5
Town of Redcliff	2	1	3
City of Red Deer	5	5	10
Town of Redwater	4	4	8
Town of Rimbey	2	2	4

Project Name	No. Males	No. Females	Total
Town of Rocky Mountain House	-	2	2
Municipal District of Rocky View #44	3	2	5
Village of Rycroft	2	-	2
Village of Ryley	2	-	2
Summer Village of Sandy Beach	1	2	3
Town of Sedgewick	2	-	2
County of Smoky Lake #13	2	-	2
Town of Smoky Lake	2	1	3
Municipal District of Smoky River #130	-	2	2
Town of Spirit River	1	1	2
Town of Spruce Grove	4	6	10
Town of Stettler	4	2	6
Village of Stirling	2	-	2
Town of Stony Plain	2	1	3
County of Strathcona #20	3	-	3
Town of Strathmore	2	-	2
Municipal District of Sturgeon #90	4	-	4
Town of St. Albert	2	1	3
Town of St. Paul	9	-	9
Town of Sundre	3	3	6
Town of Sylvan Lake	4	3	7
Town of Taber	3	2	5
Village of Thorhild	1	1	2
Village of Thorsby	2	-	2
Town of Three Hills	3	4	7
Town of Tofield	1	-	1
County of Two Hills #21	4	1	5

Project Name	No. Males	No. Females	Total
Town of Two Hills	4	4	8
Summer Village of Val Quentin	1	-	1
Town of Valleyview	5	1	6
Town of Vauxhall	1	1	2
Town of Vegreville	3	5	8
Town of Vermilion	2	3	5
County of Vermilion River #24 (Kitscoty)	1	3	4
Village of Veteran	1	1	2
Town of Viking	3	5	8
Village of Vilna	1	2	3
County of Vulcan #2	2	-	2
Town of Vulcan	6	4	10
Municipal District of Wainwright #61		(Project Cancelled)	
Town of Wainwright	2	2	4
Town of Wainwright	1	2	3
Village of Warner	2	-	2
Village of Wembley	3	2	5
Municipal District of Westlock #92	10	-	10
T own of Westlock	2	-	2
City of Wetaskiwin	4	8	12
County of Wheatland #16 (Strathmore)	1	2	3
New Town of Whitecourt	~~2~~4	~~3~~ 5	~~5~~ 9
Village of Willingdon	3	-	3
Village of Youngstown	2	-	2

July 2, 1971 - jkh

APPENDIX B

Alberta Ecology Corps
Financial Building
10621 – 100 avenue
Edmonton, Alberta
423-3267

July 19, 1971

FROM: L. G. de Vore
Executive Director
Alberta Ecology Corps

TO: All Project Supervisors
Alberta Ecology Corps Projects

RE: Pay Policy - Rainy Weather

It is the policy of the Corps to pay its employees for periods during which they were prevented from working due to severe weather. Because of confusion in the interpretation of this stated policy, you should be aware of the following guidelines:

(1) An employee must have been scheduled to work during the period of severe weather, before he accrues any sort of pay benefits for the period.

(2) The severe weather must have actually prevented the employee from working, not just made it inconvenient for him to work. It is inconvenient for everyone to work in the rain, but only rarely does weather prevent work. Examples of rain preventing work would be the washing out of a road so that the work site could not be safely reached, or the incidence of a severe electrical storm where outside work would make danger from lightning strikes an immediate possibility.

It is not the policy of the Corps to allow employees to quit work during rainy weather simply for the convenience of staying dry.

(3) The decision as to whether the weather prevents the project crew from working rests with the immediate supervisor of the crew, NOT WITH THE CREW MEMBERS. In all instances, the crew is to follow the direction of the supervisor. The supervisor is acting as the direct agent (departmental projects) of the government, or as the indirect agent (local government projects) of the government, and his direction carries the same weight of authority as if the Director of the Corps had personally given the direction.

Where weather prevents employees from working, they will be paid as if they had worked. Where employees do not work simply as a matter of convenience, they should be afforded the opportunity to make up the time lost, but will not be paid for the lost time until it is actually made up.

L. G. de Vore

Alberta Ecology Corps
Financial Building
10221 – 100 Avenue
Edmonton, Alberta
422-3267

July 15, 1971

All Alberta Ecology Supervisors

At the completion of your program, a brief report of the Ecology Corps program under your supervision would be appreciated.

Please include the following points:

(1) A description of work completed.

(2) An outline of problems encountered.

(3) Recommendations as to policy and procedure changes for improving the operation of the Corps.

(4) Your recommendations as to whether the program should be continued next year in an amended form or not at all.

(5) Any additional information you may add that will assist in evaluating the Corps operation.

Sincerely,

D J Chabillon

D. J. Chabillon
Staffing Officer

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

Dear Alberta Ecology Corps Members:

It was not possible to visit each project site during the course of the summer, but I found that members in the field, with whom I did visit, had problems of one form or another. I feel that our dealings with some problems has left us with a "lopsided" view of the program and would like to obtain your view so that our recommendations to Government at summer's end will be of a more balanced and useful nature.

The objectives of this questionnaire are to:

(1) Evaluate the degree of success of the program.

(2) Obtain information from members to assist in improving the Corps.

(3) Determine whether the Corps should be continued at all.

I hope that the questionnaire will help in obtaining information, feelings and suggestions from the field. If additional space is required when answering the questions, please feel free to add sheets to this questionnaire. Anything that you may have to offer will be beneficial in planning a more successful program in the future.

Sincerely,

D J Chabillon

D. J. Chabillon
Staffing Officer

Project Name and Location _____

Period of Employment Began _____ Terminated _____

(1) What do you feel are the two main objectives of the Alberta Ecology Corps? _____

_____

_____

(2) Do you agree that the objectives of the Corps were fulfilled?

Yes _____ No _____ Undecided _____

Comments

(3) Would you accept employment with the Corps if it, or a program similar to it, continued next year?

Yes _____ No _____ Undecided _____

(4) If not, why not?

(5) Where do you feel improvement is needed?

(6) In your opinion, was the supervisor at the job site satisfactory?

(7) Were your room and board accommodations satisfactory? _____
If not what improvement would you recommend?

(8) Would you prefer an assignment to a project in your home town area or do you prefer to be away from home? Why?

(9) Did you have application for employment with other firms when you were offered employment with the Corps? Yes _____ No _____

(10) Were you offered other employment anytime during the summer?

Yes _____ No _____

(11) If yes

(a) Did the other employment offer pay which was

____ higher than that of the Corps including room and board.

____ lower than that of the Corps including room and board.

____ about the same.

(b) Was your other employment offer made

____ before beginning with the Corps.

____ about the same time.

____ after beginning with the Corps.

(c) Why did you not accept your other employment offer?

(12) Would you like to see the Alberta Ecology Corps, or a similar organization continued next year? Why or Why not?

Date _____ Signature _____

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

August 18, 1971

Present: Dr. J. Donovan Ross (Chairman)

Members: D. J. Chabillon
W. Panteluk
R. H. Morrissette
D. E. Massig
G. R. Kerr
C. K. Huckvale
V. E. McCune
R. A. Splane

---

1. Dr. Ross has advised the Department of Public Works that the space for the Ecology Corps staff in the Financial Building will be vacated by the end of September.

2. Mr. Chabillon reported on the number of students employed, ratio of male and female employees, etc. (See Appendix A)

3. It was agreed that Mr. Chabillon should prepare a final report on the Ecology Corps program. The report is to contain a detailed account of the program including the number of people who did not report and their reasons for not showing up where this is known.

4. It was agreed that wages should be paid to Ecology Corps employees for travelling time where they are being transported from their job sites to Edmonton by government vehicle.

5. Dr. Ross asked that inventory be taken of all non-expendable equipment purchased for the Ecology Corps. It was agreed that a letter should be sent to all departments involved in the Ecology Corps asking that this be done. The availability of space to store the equipment at either the forestry depot or the Parks warehouse will be checked.

6. It was agreed that the Ecology Corps files should be kept in the Department of Lands and Forests, probably in the Personnel office.

7. All vehicles on loan to departments for the Ecology Corps program must be turned in.

8. Dr. Ross advised that he will endeavour to get some interim press, radio or T.V. publicity on the success of the Ecology Corps program, followed by a full press release later in September after the program is over.

9. It was agreed that a letter should be sent to the Municipalities asking if they could advise the approximate amount of money spent by them on the program over and above Ecology Corps money. The letter should also ask for their reaction to the program.

10. Mr. Huckvale agreed that Ecology Corps employees could be paid for more than a 40 hour week on their final pay in order to take care of extra hours worked. It was felt that this would be much simpler than extending into the next pay period.

11. A number of extension requests were approved. None of these involve the expenditure of additional money. They are a result of students not commencing jobs on time.

12. The next meeting is to be held in the Blue Room on September 29, 1971 commencing at 8:30 a.m.

ECOLOGY CORPS FACTS...

At present there are 1,707 student positions in the Corps.

1,093 males (64.%)
614 females (36.%)

Of the 1,707, there are 896 employed in local government administered projects.

534 males (59.1%)
362 females (40.9%)

The remaining 811 students are employed by Parks, Fish & Wildlife, Forestry and other provincial government departments.

559 males (69.%)
252 females (31.%)

The Corps received a total of 3,704 applications from eligible applicants. Of this total 3,685 have received formal offers of employment, or about 99.7% of all eligible applicants. 19 females have not as yet been offered employment.

[illegible]

[illegible]

10. [illegible]

[illegible]

DEPARTMENT OF HEALTH
EDUCATION AND WELFARE
SOCIAL SECURITY
JUL 2 1971

ECOLOGY CORPS FACTS...

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Next update 29/71 8:30 AM.

August 18/71

[illegible]

August 9, 1971

FROM: D. J. Chabillon
Director
Alberta Ecology Corps

TO: All Management Committee Members

The next meeting of the Management Committee will be held at 8:30 a.m. August 18, 1971.

There may be a change in date and time, however, as dictated by The Honourable Dr. J. Donovan Ross' pressing schedule.

D. J. Chabillon
Director

September 14, 1971

FROM: D. J. Chabillon
DIRECTOR

TO: Alberta Ecology Corps
Management Committee Members

The final meeting of the Alberta Ecology Corps Management Committee is scheduled for September 29th at 8:30 a.m. in the Blue Room, Legislative Building.

The attendance of all committee members or their representatives would be appreciated so that the operation of this years program as well as recommended improvements, can be discussed.

A preliminary outline of the Alberta Ecology Corps final report is enclosed. Although the main portion of this report will be to explain this years operation, part three will deal solely with improvement recommendations. It is anticipated that the Management Committee will, as a committee make recommendations to the government as to the continuation or cancellation of the program.

D. J. Chabillon
DIRECTOR

DJC/bh
Encl.

1 Administration Procedures Used this Past Season

A. Project Establishment

1. By Provincial Government Departments

a. List of Government Depts. Projects Approved

b. List of Government Depts. Projects Rejected

2. By Local Government Bodies

a. List of Projects Approved

b. List of Projects Rejected

B. Student Application System

1. Corps Office

2. Manpower Offices

3. Provincial Government Offices

4. Local Government Offices

C. Application Placement Procedures

1. Flow Plan

a. Employee Number System

b. Census Division System

c. Inventory Card System

d. Eligibility List

e. Placement of Applicants

D. Accident Report Summary

11 Expenditure Summary - by Projects

A. Administration Cost - Edmonton Office

B. Local Government Projects

C. Provincial Government Departments Projects

D. Summary

III Recommendations for Changes if Program is Continued

A. Name of program changed

B. Starting date set by November, 1971 for season of 1972

C. Male - Female employee ratio set at 50 - 50

D. Salary and room and board allowances

E. System of recruitment revised

1. Local government

2. Provincial departments

F. Policy handbook distributed to all project supervisors

1. Sick leave

2. Hours of work

3. Pay systems etc.

G. Percentage grant to local government to assist with supervision costs

1. 10% of project cost would be added to assist the supervision costs

H. Scope of Corps broadened to include items which are not ecoligically oriented

1. Main criteria - to stimulate employment for students

2. No one put out of work by students

I. Once program continuation confirmed, meetings with the following

1. Labour unions

2. Students (as many as possible)

a. University

b. Technical

c. College

3. Local government

4. Provincial departments

J. Correspondence with Opportunity for Youth Programs, Ottawa, by Provincial Government

IV Proposed Operational Plan for 1972 Season

A. Project Guidelines and Policy

1. Local Governments

2. Provincial Departments

B. Cost Estimate Proposal

C. Organization and Cost of Administrative Staff for Edmonton Office

1. Liason set up with

a. Provincial Dept.

b. Manpower Offices

c. Opportunity for Youth, Ottawa

V Summary and Conclusion

A. Summary of reports received from provincial government departments

B. Summary of reports received from local government departments

C. Summary of questionnaires and correspondence received from student employees

D. Summary of office staff used in Alberta Ecology Corps office and recommendations

E. Conclusion

VI List of Appendicis

A. Map of Census Divisions

B. Map of Program Locations

C. Statistics Compiled on Employment Applications and Census Divisions

D. Example of all form letters used with recommended revisions

R. H. Morinville

Alberta Ecology Corps
Financial Building
10621 - 100 avenue
Edmonton, Alberta
423-3267

September 21, 1971

FROM: D. J. Chabillon
Director

TO: Alberta Ecology Corps,
Management Committee Members.

RE: Alberta Ecology Corps
Management Committee Meeting
Blue Room (208) Legislative Building
September 29th, 1971 - 8:30 A.M.

Enclosed please find the agenda for the above noted meeting.

D. J. Chabillon,
Director.

DJC/bh
Encl.

ALBERTA ECOLOGY CORPS
MANAGEMENT COMMITTEE MEETING
SEPTEMBER 29

INTRODUCTION	Dr. Wood
REVIEW OF THE ALBERTA ECOLOGY CORPS	Dave Chabillon
ESTIMATED EXPENDITURE TO DATE	A. McCallum
SUMMARY OF QUESTIONNAIRES FROM STUDENTS AND REPORTS BY PROJECT SUPERVISORS	Dave Chabillon

OPEN DISCUSSION - EVALUATION OF THE ALBERTA ECOLOGY CORPS
(Each committee member will be requested to give a brief evaluation of the Corps as it effected his Department or Branch)

RECOMMENDED CHANGES IN THE ALBERTA ECOLOGY CORPS — Dave Chabillon

DISCUSSION FOLLOWING EACH RECOMMENDATION

DISCUSSION RE: RECOMMENDATION AS TO THE CONTINUATION OR CANCELLATION OF THE PROGRAM

DISCUSSION AS TO PRESS RELEASE — Dave Chabillon
(Re: Requests made to the Corps.)

ECOLOGY CORPS

MANAGEMENT COMMITTEE MEETING

September 29, 1971

Present: Dr. V. A. Wood (Chairman)

Hon. Dr. A. Warrack	Minister of Lands and Forests
Hon. W. Yurko	Minister of Environment
D. J. Chabillon	Director, Ecology Corps
L. G. deVore	Former Director, Ecology Corps
H. M. Ryhanen	Head, Admin. Br., Alberta Forest Service Lands and Forests
Dr. E. E. Ballantyne	Deputy Minister, Environment
G. R. Kerr	Director of Fish and Wildlife Lands and Forests
P. D. McCalla	Head, Horticulture Branch, Agriculture
D. Forman	Culture, Youth & Recreation
G. B. Evans	Director, District Youth Representatives Culture, Youth & Recreation
R. A. Splane	Administrative Accountant, Treasury
A. Swann	Department of Municipal Affairs
V. E. McCune	Chief Engineer, Highways & Transport
D. W. Rogers	Data Processing Division, Audit
A. McCallum	Administrative Accountant, Lands & Forests

INTRODUCTION

The meeting was chaired by Dr. Wood at the Minister's request.

In his opening remarks Dr. Wood stated that this was the final meeting of the Management Committee. The last job for the Ecology Corps would be the preparation of a final report. The files on the Corps' operation have been stored in the Parks Division of the Department of Lands and Forests.

The role of the Management Committee was to approve proposed programs and establish other policies with regard to the operation of the Corps. Dr. Wood stated that it was only through the good cooperation of the agencies involved that the program was able to get off the ground.

REVIEW OF ECOLOGY CORPS

Mr. Chabillon presented a review of the program. (See Appendix A)

In reply to a question from Mr. Yurko as to the mechanism used to employ the students, Dr. Wood asked Mr. deVore to outline the history of how the Ecology Corps came into being. (This will be included in the final report).

ESTIMATED EXPENDITURES TO DATE

Mr. McCallum distributed a statement of expenditure. (See Appendix B)

Mr. Splane explained that the money was obtained under a Federal Provincial Special Development Loan Agreement involving a total of $6,880,000. A good portion of this money was spent on capital projects with 2.82 million dollars being assigned to the Ecology Corps. (2 million dollars for general Ecology Corps [illegible] plus $300,000 specifically for the development and improvement of provincial parks and $520,000 specifically for forest improvement).

The Department of Lands and Forests looked after the accounting for the Ecology Corps. Municipalities paid the Ecology Corps employees directly and then billed the government for reimbursement. Students employed in government projects were paid directly. Special arrangements were made with the cities of Edmonton and [illegible] for the government to pay the students directly in order to avoid problems with local unions.

FEEDBACK ON ECOLOGY CORPS PROGRAMS

In order to get some feedback on the results of the programs, questionnaires were sent to students and to project supervisors. The results are shown on page 2 of Appendix A.

One of the main complaints was the short notice received from the government about proceeding with the program.

Although municipalities prefer to hire local students, indications from the questionnaire to the students are that 75% of the students would prefer to be employed in other than their home areas.

Two supervisors from the Forest Service felt that the program should be discontinued. However, Mr. Ryhanen explained that this was the result of not being able to obtain a sufficient number of students to fill the crews, difficulty in provinding adequate accommodation, and supervision.

Mr. Yurko asked if any consideration was given to lowering the age limit. Mr. deVore replied that it was decided to stay with the minimum of 18 years as this is the age of majority and hiring younger students involved some additional legal responsibilities and might conflict with other organizations such as Boy Scouts, Junior Rangers, etc.

Mr. Yurko stated that one thing that disturbed him was the fact that there were 18 year olds in grade 11 who would not qualify under the present terms.

Initially there were a considerable number of complaints from project supervisors about being supplied with female [illegible]. However it was found that the girls worked very well and it was generally found that they worked harder than the boys.

Mr. deVore stated that only 50% of those who were offered jobs accepted.

EVALUATION OF ECOLOGY CORPS

Each agency represented at the meeting was asked to give his opinion of the Corps as it affected his department.

All representatives agreed that the program should continue and felt that most problems encountered this year could be overcome. The two most common complaints were lack of planning time and lack of qualified supervisors. Specific additional comments were as follows:

1. Mr. Morrissette - Department of Health and Social Development:- Use of Ecology Corps students on our projects was particularly helpful because they were available when many of our own staff were on holidays and while the number of persons to be supervised increased during the same period.

2. Mr. Kerr - Department of Lands and Forests and Mr. McCalla - Department of Agriculture:- Same thought should be given to more flexibility of working hours.

3. Mr. Evans - Department of Culture, Youth and Recreation:-

(a) Our department did not have any Ecology Corps projects due to the late starting date and the fact that our students had already been selected and we felt we needed a special type of person for our work.

(b) There is a claim-back system between our department and municipal governments for staff used during the summer for maintenance of recreational facilities and/or in recreational programs. A check should be made to make sure there are no double claims by municipalities to both our department and the Ecology Corps. (This will be worked out with Mr. Chabillon).

(c) Our department was involved with the Opportunities for Youth program, Alberta Service Corps and Limited Program Financing by Corporations (for funding student proposals for creative summer involvement). It was found that many of the projects were similar but the rates of pay were quite different, which presented problems.

(d) Through contact with other programs I became aware of certain creative programs involving work in the general area of ecology, such as educational research etc. None of the systems, Ecology Corps included, were able to support a number of them which I considered to be excellent and well thought out ecological programs. It is unfortunate that these could not be funded as well as municipal and other government projects.

(e) The context of the Ecology Corps should be broadened to students who want to work during the winter.

4. Mr. Splane - Treasury Department. The Treasury Department is not involved in employing students but the following comments are offered regarding financing. If the government decides to continue the program, it should give consideration to the method of financing. The Federal Provincial Special Development Loan program through DREE which was the method of financing this year, required federal approval of the project before financing was assured. The only advantage to the Province was the saving of 1/2 to 1% on the interest rate charged for financing. If plans are made far enough in advance, the money required could be made part of our regular budget without reference to the federal government.

5. Mr. Rogers - Audit Department. The Data Processing System devised for the Ecology Corps program was hastily set up. If the program is to continue we would want to evaluate carefully how the system worked to see what changes should be made to improve it.

Dr. Wood suggested that it would be helpful to have comments on suggested changes submitted in writing.

RECOMMENDED CHANGES (Page 4 of Appendix A)

1. Change of Name:- It was felt that no decision could be made on this until the future of the program was decided by the government.

2. Starting Date:- It was agreed that the starting date for next year's program, if continued, should be not later than the end of November.

3. Male - Female Ratio:- It was agreed that no ratio should be set and there should be equal employment opportunities for boys and girls.

4. Room and Board Allowance:- It was suggested that room and board allowance should be included in the rate of pay.

5. System of Recruiting:- There were difficulties with the census division system of recruiting mainly because the program was started too late and insufficient applications were received, but Mr. Chabillon stated that it could work if the program was set up earlier.

6. Policy Handbook:- It was felt that there would be no objection to issuing a handbook to employees and supervisors.

7. Supervision Costs: There was some discussion on the proposed 10% additional grant to local governments to assist with supervision costs. Mr. Yurko asked if it would be preferable to have the supervisors paid by the Ecology Corps. Mr. Splane stated that he did not think this function should be taken away from the local governments. Mr. deVore felt that an inspection system, by Ecology Corps representatives would be the best way to maintain good communications with the students and supervisors. No firm recommendations were made on this point.

8. Scope of Corps:- Covered previously.

9. If the program is to be continued student guidance counsellors should be included in groups to meet with program directors.

10. Dr. Warrack suggested that an exchange of ideas with the Opportunities for Youth Organization would be in order.

Mr. Yurko asked if there was any connection between the Ecology Corps and the Opportunities for Youth program. Mr. deVore stated that there were no direct ties but there was coordination with them.

CONCLUSION

Dr. Wood stated that the press would like a report giving the history of the Ecology Corps and the results of the program.

Mr. Chabillon asked if the Corps should cooperate with free-lance writer Ken Allen in preparing an article on the Ecology Corps. Dr. Warrack asked for a check to be made to ascertain what type of contract Mr. Allen had with the previous government to write for "Alberta, A Land for Living". If the contract is still in effect Dr. Warrack indicated that he would be interested in having Mr. Allen prepare a factual article.

EQUIPMENT PURCHASED FOR THE CORPS

Mr. Ryhanen asked whether equipment purchased with Ecology Corps funds should be inventoried separately or integrated with department equipment. After some discussion, Dr. Warrack stated that it would depend

on the amount and value of the equipment. If this is not substantial, the equipment could probably be added to the department's inventory.

CONTINUATION OF ECOLOGY CORPS PROGRAM

Dr. Warrack explained that the government had to consider the whole problem of both summer and winter unemployment. The question at the present time is whether or not the Ecology Corps should be considered along with the total unemployment picture or separately. The final report on the program will be submitted to Dr. Warrack and could be used by the government when making a decision regarding continuation of the program, its scope and the financing of it.

After the final report has been submitted the Ecology Corps program will be finished. However Dr. Wood stated that members of the Management Committee would be available should any further information or assistance be required.

Those present expressed their thanks and appreciation to Dave Chabillon and Lloyd deVore for their fine direction of the Ecology Corps program.

DEPARTMENT OF HEALTH AND SOCIAL DEVELOPMENT
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